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GOVERNMENT NOTICES

DEPARTMENT OF ENVIRONMENT AFFAIRS

No. R. 2513 28 November 1986

TRAVEL AGENTS AND TRAVEL AGENCIES ACT,
1983 (ACT 58 OF 1983)

AMENDMENT OF REGULATIONS

The Minister of Environment Affairs and Tourism has in terms of section 43 of the Travel Agents and Travel Agencies Act, 1983 (Act 58 of 1983), amended the Regulations promulgated in terms of the said Act, as set out in the Schedule hereto.

SCHEDULE

Unless the context otherwise indicates, the words and phrases in these regulations shall have the meaning assigned thereto in the Travel Agents and Travel Agencies Act, 1983, and the Regulations promulgated in terms of the said Act, and "the Regulations" means the Regulations published under Government Notice R. 600 of 27 March 1986.

1. By the substitution for regulation 1 of the Regulations of the following regulation:

"1. In these regulations the expression "the Act" shall mean the Travel Agents and Travel Agencies Act, 1983 (Act 58 of 1983), and any word or expression in the regulations to which a meaning has been assigned in the Act shall have the meaning so assigned thereto unless the context otherwise indicates."

2. By the substitution for subregulation (1) of regulation 2 of the Regulations of the following subregulation:

"(1) The Board shall frame a code of conduct which shall be complied with by travel agents. The power the Board has in terms of sections 20 and 21 of the Act, shall apply to any non-compliance with the code of conduct."

GOEWERMENSKENNISGEWINGS

DEPARTEMENT VAN OMGEWINGSAKE

No. R. 2513 28 November 1986

WET OP REISAGENTE EN REISAGENTSAPPE,
1983 (WET 58 VAN 1983)

WYSIGING VAN REGULASIES

Die Minister van Omgewingsake en Toerisme het kragtens artikel 43 van die Wet op Reisagenten en Reisagentskappe, 1983 (Wet 58 van 1983), die Regulasies uitgevaardig kragtens genoemde Wet, gewysig soos in die Bylae hierby uiteengesit.

BYLAE

Tensy uit die samehang anders blyk, het woorde en uitdrukkings in hierdie regulasies dieselfde betekenis as die betekenis daaraan geheg in die Wet op Reisagenten en Reisagentskappe, 1983, en die Regulasies uitgevaardig kragtens genoemde Wet, en beteken "die Regulasies", die Regulasies gepubliseer by Goewermentskennisgewing R. 600 van 27 Maart 1986.

1. Deur regulasie 1 van die Regulasies deur die volgende regulasie te vervang:

"1. In hierdie regulasies beteken "die Wet" die Wet op Reisagenten en Reisagentskappe, 1983 (Wet 58 van 1983), en het elke woord of uitdrukking waaraan in die Wet 'n betekenis geheg word, daardie betekenis tensy uit die samehang anders blyk."

2. Deur subregulasie (1) van regulasie 2 van die Regulasies deur die volgende subregulasie te vervang:

"(1) Die Raad moet 'n gedragskode opstel wat deur reisagenten nagekom moet word. Die bevoegdheid waarvoor die Raad by artikels 20 en 21 van die Wet beskik, moet uitgeoefen word by nie-nakoming van die gedragskode."

3. By the substitution for regulation 3 of the Regulations of the following regulation:

- “3. (1) The levy a registered travel agent shall pay to the Board, is an amount of R25 per annum, payable immediately after registration and thereafter annually on or before 31 December regardless of the number of categories into which the travel agent is classified in terms of section 13 of the Act.
- (2) The levy a person conducting a licensed travel agency shall pay to the Board, is an amount of R500 per category into which the travel agency is classified and is payable immediately after licensing and thereafter annually on or before 31 December.
- (3) The categories travel agents are classified in terms of section 13 of the Act, shall fall into the following two categories for the purpose of determining the amount of the annual levy intended in subregulation (2)—

Category I—Retail

Subcategory (A)—Retail Travel Agency or Retail Travel Agent

(B)—Domestic Retail Travel Agency or Domestic Retail Travel Agent

Category II—Tour Operator

Subcategory (A)—Outgoing Tour Operator

(B)—Incoming Tour Operator

(C)—Local Tour Operator

(D)—General Sales Agency

The levy intended in subregulation (2) is payable in respect of each category, regardless of the number of subcategories within the particular category, on condition that the subcategories of a licensed travel agency operate under the same trading name and is located on the same premises.”

4. By the substitution for regulation 6 of the Regulations of the following regulation:

“6. An application for registration as a travel agent in terms of section 15 of the Act, shall be submitted to the Board on form TAB 03.”

5. By the insertion of the following regulation after regulation 7 of the Regulations:

“APPLICATION FOR THE LICENSING OF A TRAVEL AGENCY

7. (1) An application for a licence in terms of section 18 of the Act, shall be submitted to the Board on form TAB 01 to reach the Board not less than 30 days prior to the commencement of business of the travel agency.

(2) An audited certificate of nett turnover of the travel agency for a period of 12 months shall be submitted to the auditors of the Board within 120 days of the end of the travel agency's financial year.”

6. By the substitution for subregulation (4) of regulation 8 of the Regulations of the following subregulation:

“(4) The fees payable in terms of subregulations (1), (2) and (3) shall not be refundable.”

7. By the deletion of subregulation (5) of regulation 8 of the Regulations.

3. Deur regulasie 3 van die Regulasies deur die volgende regulasie te vervang:

“3. (1) Die heffing wat 'n geregistreerde reisagent aan die Raad moet betaal, beloop 'n bedrag van R25 per jaar en is onmiddellik na registrasie en daarna jaarliks betaalbaar voor of op 31 Desember ongeag die aantal kategorieë waarin die reisagent ingevolge die bepalings van artikel 13 van die Wet ingedeel is.

(2) Die heffing wat 'n persoon wat 'n gelisensieerde reisagentskap dryf, aan die Raad moet betaal, beloop R500 per kategorie waarin die reisagentskap ingedeel is en is onmiddellik na lisenasiering betaalbaar en daarna jaarliks voor of op 31 Desember.

(3) Die kategorieë waarin reisagente ingevolge die bepalings van artikel 13 van die Wet ingedeel is, word in die volgende twee kategorieë verdeel vir doeleindes van berekening van die bedrag van die jaarlikse heffing in subregulasie (2) bedoel—

Kategorie I—Kleinhandel

Subkategorie (A)—Kleinhandelsreisagentskap of Kleinhandelsreisagent

(B)—Plaaslike Kleinhandelsreisagentskap of Plaaslike Kleinhandelsreisagent

Kategorie II—Toerondernemer

Subkategorie (A)—Uitwaartse toerondernemer

(B)—Inwaartse toerondernemer

(C)—Plaaslike toerondernemer

(D)—Algemene Verkoopsagentskap

Die heffing bedoel in subregulasie (2) is, op voorwaarde dat die subkategorieë van 'n gelisensieerde reisagentskap onder dieselfde handelsnaam bedryf word en op dieselfde perseel gehuisves is, ten opsigte van elke kategorie betaalbaar ongeag die hoeveelheid subkategorieë binne die bepaalde kategorie.”

4. Deur regulasie 6 in die Engelse teks van die Regulasies deur die volgende regulasie te vervang:

“6. An application for registration as a travel agent in terms of section 15 of the Act, shall be submitted to the Board on form TAB 03.”

5. Deur regulasie 7 van die Regulasies deur die volgende regulasie te vervang:

“7. (1) 'n Aansoek om 'n lisensie ingevolge artikel 18 van die Wet, moet op vorm TAB 01 aan die Raad gerig word om die Raad nie minder nie as 30 dae voordat die reisagentskap met besigheid begin, te bereik.

(2) 'n Geouditeerde sertifikaat van netto omset van die reisagentskap vir 'n tydperk van 12 maande moet binne 120 dae na afsluiting van die reisagentskap se finansiële jaar aan die Raad se ouditeure voorgelê word.”

6. Deur subregulasie (4) van regulasie 8 van die Regulasies deur die volgende subregulasie te vervang:

“(4) Die gelde betaalbaar kragtens subregulasies (1), (2) en (3) is nie terugbetaalbaar nie.”

7. Deur subregulasie (5) van regulasie 8 van die Regulasies te skrap.

8. By the substitution for regulation 9 of the Regulations of the following regulation:

"9. A person applying for registration as a travel agent shall qualify for registration if the person—

(1) in the subcategory of retail travel agent—

(a) has a minimum of seven years continuous experience of all facets of the occupation of a travel agent on a full-time basis in the category of retail travel agent, in the 10 years immediately preceding the application; or

(b) has a minimum of three years continuous experience of all facets of the occupation of a travel agent on a full-time basis in the category of retail travel agent immediately preceding the application plus any one of the following qualifications obtained after having successfully completed the particular examination: Provided that the period may be shortened by the Board in a case where a person performs exceptionally in the opinion of the Board in one or more of these examinations:

(i) The IATA/UFTAA Advanced Diploma;

(ii) the IATA Airlines courses equivalent to South African Airways Fares and Ticketing Courses numbers 1 to 4;

(iii) the Associate Diploma of the Institute of Travel Management;

(iv) the Certificate of Category III of the Travel Industry Training Board;

(c) is not an unrehabilitated insolvent; and

(d) has not been convicted of any offence of which dishonesty is an element;

(2) in the subcategory of domestic retail travel agent—

(a) has a minimum of two years continuous experience of all facets of the occupation of a travel agent on a full-time basis in the subcategory of retail travel agent;

(b) is not an unrehabilitated insolvent; and

(c) has not been convicted of any offence of which dishonesty is an element;

(3) in the category of tour operator—

(a) (i) in the case of an outgoing tour operator has a minimum of six years continuous experience of the occupation of a travel agent on a full-time basis in the subcategory of outgoing tour operator;

(ii) in the case of an incoming tour operator has a minimum of three years continuous experience of the occupation of a travel agent on a full-time basis in the subcategory of incoming tour operator;

8. Deur regulasie 9 van die Regulasies deur die volgende regulasie te vervang:

"9. Iemand wat om registrasie as 'n reisagent aansoek doen sal vir registrasie kwalifiseer indien die persoon—

(1) in die subkategorie van kleinhandelsreisagent—

(a) oor 'n minimum van sewe jaar aaneenlopende ondervinding in alle fasette van die beroep van 'n reisagent in die kategorie van kleinhandelsreisagent op 'n voltydse basis beskik in die 10 jaar onmiddellik voor die aansoek; of

(b) oor 'n minimum van drie jaar aaneenlopende ondervinding wat die aansoek onmiddelik voorafgaan in alle fasette van die beroep van 'n reisagent op 'n voltydse basis in die kategorie van kleinhandelsreisagent plus enigene van die volgende kwalifikasies, wat na suksesvolle aflegging van die betrokke eksamen verwerf is, beskik: Met dien verstande dat die tydperk deur die Raad verkort kan word in 'n geval waar 'n persoon in een of meer van hierdie eksamens uitsonderlik na die mening van die Raad presteer:

(i) Die IATA/UFTAA Gevorderde Diploma;

(ii) die IATA Lugdienskursusse wat gelykstaan aan Suid-Afrikaanse Lugdiensreise en die Uitreiking van Kaartjie-kursusnommers 1 tot 4;

(iii) 'n Diploma van die Instituut vir Reisbestuur;

(iv) 'n Sertifikaat van Kategorie III van die Reisbedryf Opleidingsraad;

(c) nie 'n ongerehabiliteerde insolvent is nie; en

(d) nie aan enige misdryf waarvan oneerlikheid 'n element is, skuldig bevind was nie;

(2) in die subkategorie van plaaslike kleinhandelsreisagent—

(a) oor 'n minimum van twee jaar aaneenlopende ondervinding van alle fasette van die beroep van 'n reisagent op 'n voltydse basis in die subkategorie van kleinhandelsreisagent beskik;

(b) nie 'n ongerehabiliteerde insolvent is nie; en

(c) nie aan 'n misdryf waarvan oneerlikheid 'n element is, skuldig bevind was nie;

(3) in die kategorie van toerondernemer—

(a) (i) in die geval van 'n uitwaartse toerondernemer beskik oor 'n minimum van ses jaar aaneenlopende ondervinding van die beroep van 'n reisagent op 'n voltydse basis in die subkategorie van uitwaartse toerondernemer;

(ii) in die geval van 'n inwaartse toerondernemer beskik oor 'n minimum van drie jaar aaneenlopende ondervinding van die beroep van 'n reisagent op 'n voltydse basis in die subkategorie van inwaartse toerondernemer;

- (iii) in the case of a local tour operator has a minimum of two years continuous experience of the occupation of a travel agent on a full-time basis in the subcategory of local tour operator;
- (iv) in the case of a general sales agent has a minimum of five years continuous experience of the occupation of a travel agent on a full-time basis in the subcategory of general sales agency;
- (b) is not an unrehabilitated insolvent; and
- (c) has not been convicted of any offence of which dishonesty is an element, or
- (4) in any of the categories intended in subregulations (1), (2) and (3)—
 - (a) has a minimum of two years continuous experience immediately preceding his application, of the occupation of a travel agent in that category;
 - (b) successfully completes an examination to be presented by the Board from time to time;
 - (c) is not an unrehabilitated insolvent;
 - (d) has not been convicted of any offence of which dishonesty is an element.”

9. By the substitution for regulation 10 of the Regulations of the following regulation:

- “10. (1) Any premises in respect of which application is made for licensing—
- (a) if the application for the licensing falls within the category of retail travel agency, shall—
 - (i) be an office to be used or intended to be used for the purpose of conducting a travel agency in the category of retail travel agency or domestic retail travel agency and must be situated in business or office premises.
 - (ii) be readily identified as a travel agency by means of signwriting or other appropriate sign;
 - (iii) be used exclusively for travel agency business in terms of the Act and no other business whatsoever shall be conducted on the premises; and
 - (iv) have facilities, as approved by the Board, for the safekeeping of travel documents and other valuable material;
 - (b) if the application for licensing falls within the category of tour operator, shall—
 - (i) be an office to be used or intended to be used for the purpose of conducting a travel agency in the category of tour operator and must be situated in a business or office premises;

- (iii) in die geval van 'n plaaslike toerondernemer beskik oor 'n minimum van twee jaar aaneenlopende ondervinding van die beroep van 'n reisagent op 'n voltydse basis in die subkategorie van plaaslike toerondernemer;
- (iv) in die geval van 'n algemene verkoopsagent beskik oor 'n minimum van vyf jaar aaneenlopende ondervinding van die beroep van 'n reisagent op 'n voltydse basis in die subkategorie van algemene verkoopsagent;
- (b) nie 'n ongerehabiliteerde insolvent is nie; en
- (c) nie aan 'n misdryf waarvan oneerlikheid 'n element is, skuldig bevind was nie; of
- (4) in enige van die kategorieë soos bedoel in subregulasies (1), (2) en (3)—
 - (a) oor 'n minimum van twee jaar aaneenlopende ondervinding van die beroep van 'n reisagent in die bepaalde kategorie wat sy aansoek onmiddellik voorafgaan, beskik; en
 - (b) 'n eksamen wat deur die Raad van tyd tot tyd aangebied word, suksesvol aflê;
 - (c) nie 'n ongerehabiliteerde insolvent is nie;
 - (d) nie aan 'n misdryf waarvan oneerlikheid 'n element is, skuldig bevind was nie.”

9. Deur regulasie 10 van die Regulasies deur die volgende regulasie te vervang:

- “10. (1) Enige perseel ten opsigte waarvan aansoek om lisensiëring gedoen word—
- (a) indien die aansoek vir lisensiëring onder die kategorie van kleinhandelsreisagent ressorteer, moet—
 - (i) 'n kantoor wees om gebruik te word of bedoel wees om gebruik te word vir doeleindes van die dryf van 'n reisagentskap in die kategorie van kleinhandelsreisagentskap of plaaslike kleinhandelsreisagentskap en moet in 'n besigheids- of kantoorperseel geleë wees;
 - (ii) maklik as 'n reisagentskap uitgeken kan word met behulp van 'n uithangbord of enige ander geskikte teken;
 - (iii) uitsluitlik vir reisagentskapbesigheid ingevolge die Wet gebruik word en geen ander besigheid hoegenaamd mag op die perseel bedryf word nie; en
 - (iv) oor fasiliteite, soos goedgekeur deur die Raad, vir die veilige bewaring van reisdokumente en ander waardevolle materiaal beskik;
 - (b) indien die aansoek vir lisensiëring onder die kategorie van toerondernemer ressorteer, moet—
 - (i) 'n kantoor wees om gebruik te word of bedoel wees om gebruik te word vir doeleindes van die dryf van 'n reisagentskap in die kategorie van toerondernemer en moet in 'n besigheids- of kantoorperseel geleë wees;

- (ii) be used exclusively for travel agency business in terms of the Act and no other business whatsoever shall be conducted on the premises; and
- (iii) have facilities as approved by the Board, for the safekeeping of travel documents and other valuable material."

10. By the substitution for regulation 11 of the Regulations of the following regulation:

"11. A registration certificate of a travel agent, registered in terms of section 15 of the Act shall be renewed annually."

11. By the addition of Annexures A and B to the Regulations.

- (ii) uitsluitlik gebruik word vir reis-agentskapbesigheid ingevolge die Wet en geen ander besigheid hoegenaamd mag op die perseel bedryf word nie; en

- (iii) oor fasiliteite soos goedgekeur deur die Raad, vir die veilige bewaring van reisdokumente en ander waardevolle materiaal beskik."

10. Deur regulasie 11 van die Regulasies deur die volgende regulasie te vervang:

"11. 'n Registrasiesertifikaat van 'n reisagent, geregistreer kragtens artikel 15 van die Wet, moet jaarliks hernu word."

11. Deur die byvoeging van Bylaes A en B by die Regulasies.

ANNEXURE A



Travel Agents Board
Raad vir Reisagente

14th Floor, Glencairn Building 73 Market Street, Johannesburg 2001
14de Vloer, Glencairn Gebou Marketstraat 73, Johannesburg 2001
☎ 4533, Johannesburg 2000
☎ (011) 337-8005
✉ 48-7005

APPLICATION No.....(Office Use)

To be completed by an individual applicant
(Natural Person)

APPLICATION FOR REGISTRATION AS A TRAVEL AGENT IN TERMS OF SECTION 15 OF THE TRAVEL AGENTS AND TRAVEL AGENCIES ACT, No. 58 OF 1983

Notes:

1. Complete in block letters or type.
2. Tick appropriate blocks where called for.
3. Answer all questions.
4. A Cheque for the prescribed fee, made out to the TRAVEL AGENTS BOARD must accompany this application.

1. Surname
2. First name/s
3. Date of birth
4. Identity number
5. Maiden name/Other name(s)
6. ☐ Male ☐ Female
7. (i) Are you a South African citizen? .. ☐ YES ☐ NO
(ii) If no, state citizenship
- (iii) Nationality (if not South African)
- (iv) Permanent Residence Permit No. (If applicable)
- (v) Issued (Date)..... (Place)
8. Your home address
9. Telephone number (Home)..... (Office).....

10. Category:

Note: A separate form is required for each category applied for:

A. Retail

A1

Retail Travel Agent

A2

Domestic Retail Travel Agent

B. Tour Operator

B1

Outgoing Tour Operator

B2

Incoming Tour Operator

B3

Local Tour Operator

B4

General Sales Agent (List on a separate sheet names of all CSA's held at the date of this application)

11. State particulars of Travel Agency with which you are or will be associated as a travel agent:

- (i) Name
- (ii) Street address
- (iii) Telephone
- (iv) P.O. Box Postal Code
- (v) Is the agency:

Company ☐Close corporation ☐Partnership ☐Sole proprietorship ☐

12. Are you a—

- | | | |
|---|------------------------------|-----------------------------|
| (i) Director | ☐ YES | ☐ NO |
| (ii) Partner | ☐ YES | ☐ NO |
| (iii) Sole proprietor | ☐ YES | ☐ NO |
| (iv) Employee | ☐ YES | ☐ NO |
| (v) Shareholder—State shares held as a percentage () | ☐ YES | ☐ NO |

13. State date since which you have been or will be operating as a travel agent

14. Full details of experience in the Travel Industry showing name of company, dates of commencement/termination of service and job responsibility in each position. (Use separate sheet of paper if necessary):

15. List below any other experience (e.g. Countries visited etc.) which you feel might assist the Board:

16. (i) Are you, or have you ever been, a member of a Travel Trade Organisation ☐ YES ☐ NO
- (ii) If yes to (i) which Organisation(s)?
- (iii) If yes to (i) has your membership ever been terminated by any Organisation(s) ☐ YES ☐ NO
- (iv) If yes to (iii) give details

17. (i) Have you ever been convicted of an offence involving dishonesty..... ☐ YES ☐ NO
- (ii) If yes to (i) give details
18. (i) Has your estate ever been sequestrated? ☐ YES ☐ NO
- (ii) If yes are you now rehabilitated?..... ☐ YES ☐ NO
19. Any other information which you feel might assist the Board in considering your application
20. Number of annexures
21. I have read and understood the Code of Conduct (Regulation 2) and the Conditions of Registration as a Travel Agent (Regulation 10).
- Note: A full and detailed curriculum vitae is to be attached to this application giving full details of all educational qualifications particularly those pertinent to the travel industry. Certified photocopies of all certificates of qualifications listed must be enclosed.*

I, THE ABOVENAMED, DECLARE THAT THE ANSWERS GIVEN BY ME ABOVE AND ON ANY ANNEXURES, ARE TRUE AND CORRECT IN ALL RESPECTS.

DATE..... SIGNED AT.....

SIGNATURE OF APPLICANT

SIGNED AND SWORN TO/DECLARED BEFORE ME, AT

THE..... DAY OF 19..... BY THE DEPONENT WHO

ACKNOWLEDGES THAT HE/SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS AFFIDAVIT/DECLARATION

COMMISSIONER OF OATHS

DESIGNATION

AUTHORITY

For office use:

Payment received Form in Order

If not, action taken.....

Registration

☐ APPROVED

☐ REJECTED

Certificate number

Approved by Date

ANNEXURE B



Travel Agents Board
Raad vir Reisagente

14th Floor, Glencairn Building 73 Market Street, Johannesburg 2001
14de Vloer, Glencairn Gebou Marketstraat 73, Johannesburg 2001
☎ 4533, Johannesburg 2000
☎ (011) 337-8005
✓ 48-7005

**APPLICATION FOR LICENSING OF PREMISES IN TERMS OF SECTION 18 OF
THE TRAVEL AGENTS AND TRAVEL AGENCIES ACT, No. 58 OF 1983**

Notes:

- (1) Complete in block letters or type.
- (2) Tick appropriate blocks where called for.
- (3) Answer all questions.
- (4) A cheque for the prescribed fee made out to the Travel Agent Board must be attached.

APPLICATION IN RESPECT OF:

Application No. (Office use)

☐ New application

☐ Change of location

☐ Change of ownership

☐ Change of trading name

1. (i) Name of company, close corporation, partnership, sole proprietorship or other (hereafter referred to as "Applicant"):
 - (ii) (a) If the Applicant has a trade name please state such name here:
 - (b) If this application is in respect of change in trading name, give previous trading name:
 2. (i) Is the applicant registered as a limited liability company or close corporation with the Registrar of Companies or Registrar of Close Corporations, as the case may be:
- ☐ YES ☐ NO
- (ii) State the Company's registration number (if applicable)

3. Registered address of head office
 Telex No. Tel. No.

4. (i) Street address (in full) for which this application is made (Note: separate form is required for each and every location):

(ii) If this application is in respect of a change of location, give previous licensed street address.

5. P.O. Box Number Post Office

Postal Code Telex No. Tel. No.

6. (i) Category:

Note.—A separate form is required for each category applied for and for each location address.

A. Retail:

☐ A1	Retail Travel Agency
☐ A2	Domestic Retail Travel Agency

B. Tour Operator:

☐ B1	Outgoing Tour Operator
☐ B2	Incoming Tour Operator
☐ B3	Local Tour Operator
☐ B4	General Sales Agency (List on a separate sheet names of all GSA's held at the date of this application)

(ii) If applying for more than one category for this location please mark other categories applied for. Separate forms should be completed, however.

☐ A1	☐ A2	☐ B1	☐ B2	☐ B3	☐ B4
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(This will assist the Board for cross reference purposes)

7. Is this application in respect of a:

Company	☐
Close corporation	☐
Partnership	☐
Sole proprietorship	☐
Other	☐

Specify

8. (i) Is the Applicant IATA approved? ☐ YES ☐ NO

(ii) If yes give IATA reference number

9. Date of end of financial year of business

10. Type of premises (e.g. shop, office, etc.):

11. Location (e.g. ground floor/shopping complex, etc.):

12. Is/Are any other business/es being conducted from these premises? ☐ YES ☐ NO

13. If yes, give full details

14. (i) Date since when the premises have been or will be used as a travel agency (new application):

OR

(ii) Date of change of location

OR

(iii) Date of change of ownership

OR

(iv) Date of change of trading name

15. Full names of all directors (and alternate directors), or all partners, or sole proprietor as case may be, attach schedule if necessary).

NB.—If any of the persons named below have any direct or indirect interest in another Travel Agency, details of such interest must also be stated.

- (i)
 (ii)
 (iii)
 (iv)

16. (i) Is/are registered agent(s) employed at the location to be licensed at the time of application?

YES

NO

(ii) If yes to (i) give name(s)

17. Has any director or partner or sole proprietor of the Applicant—

(i) by reason of improper conduct been dismissed from a position of trust?

YES

NO

(ii) been convicted of an offence involving dishonesty?

YES

NO

18. Is the Applicant in liquidation or under judicial Management?

YES

NO

If the answer to any question at 17 (i), 17 (ii) or 18 is yes, an affidavit must be attached to this application giving full particulars.

19. Any supplementary information which you feel might assist the Board with this application:

.....

20. Number of Annexures

Note:

1. Attach at least two colour photographs of postcard size one of the interior and one of the exterior of the premises.
2. List all staff and their length of experience and qualifications on the attached staff questionnaire.
3. Premises that have been approved and licensed by IATA need not be subject to inspection by the Board.

I, being duly authorised to make application on behalf of the above named applicant hereby declare that the answers given above and on any Annexures, are true and correct in all respects.

Date Signed at

Signature of person completing form

Position with applicant

Signed and sworn to/declared before me at the day of 19.....

by the deponent who acknowledges that he/she know and understands the contents of this affidavit/declaration.

Commissioner of Oaths Designation

Authority

For office use:

Payment received Form in order

If not action taken

Licensing

APPROVED

REJECTED

Certificate Number

Approved by Date

BYLAE A



Travel Agents Board
Raad vir Reisagente

14th Floor, Glencairn Building 73 Market Street, Johannesburg 2001
14de Vloer, Glencairn Gebou Marketstraat 73, Johannesburg 2001
☎ 4533, Johannesburg 2000
☎ (011) 337-8005
✉ 48-7005

Moet deur individuele aansoeker ingevul word (Natuurlike Persoon)

Aansoek No.....(Kantoorgebruik)

**AANSOEK VIR REGISTRASIE AS REISAGENT KRAGTENS ARTIKEL 15 VAN DIE WET
OP REISAGENTE EN REISAGENTSAPPE, No. 58 VAN 1983**

Let Wel:

1. Voltooi in blokletters of tikskrif.
2. Maak 'n regmerk in die toepaslike blokkie.
3. Beantwoord alle vrae.
4. 'n Tjek vir die voorgeskrewe fooi, wat aan die Raad vir Reisagente uitgemaak is, moet hierdie aansoek vergesel.

1. Van.....
2. Voornaam/name.....
3. Geboortedatum.....
4. Identiteitsnommer.....
5. Nooiensvan/Ander van(nie).....
6.

Manlik

Vroulik

7. (i) Is u 'n Suid-Afrikaanse burger?.....

JA

NEE

(ii) Indien nie, meld burgerskap.....
(iii) Nasionaliteit (indien nie Suid-Afrikaner nie).....
(iv) Permit vir permanente verblyfno. (indien van toepassing).....
(v) Uitreiking (Datum)..... (Plek).....
8. Huisadres.....
9. Telefoonnommer (Huis)..... (Kantoor).....
10. Kategorie

Let Wel: Vir elke kategorie waarvoor aansoek gedoen word moet 'n afsonderlike vorm ingevul word.

A. Kleinhandel

- | |
|----|
| A1 |
| A2 |
- Kleinhandelsreisagent
Plaaslike Kleinhandelsreisagent

B. Toerondernemer

- | |
|----|
| B1 |
| B2 |
| B3 |
| B4 |
- Uitwaartse Toerondernemer
Inwaartse Toerondernemer
Plaaslike Toerondernemer
Algemene Verkoopsagent (Skryf op 'n aparte vel die name van alle algemene verkoopsagente wat op hierdie datum gehou is.)

11. Meld besonderhede van Reisagentskap met wie u as reisagent geassosieer is of sal wees.

- (i) Naam.....
- (ii) Straatadres.....
- (iii) Telefoon.....
- (iv) Posbus..... Poskode.....
- (v) Is die agentskap 'n—

Maatskappy.....

Beslote korporasie.....

Vennootskap.....

Alleeneienaar.....

12. Is u 'n—

- | | | |
|---|-----------------------------|------------------------------|
| (i) Direkteur | ☐ JA | ☐ NEE |
| (ii) Vennoot | ☐ JA | ☐ NEE |
| (iii) Alleeneienaar | ☐ JA | ☐ NEE |
| (iv) Werknemer | ☐ JA | ☐ NEE |
| (v) Aandeelhouer—Meld persentasie van aandeel | ☐ JA | ☐ NEE |

13. Vanaf watter datum het u as Reisagent opgetree of vanaf watter datum wil u as Reisagent optree

14. Verstrek volle besonderhede van ondervinding in die Reisbedryf—meld naam van maatskappy, begindatums, datums van uitdienstreding en verantwoordelikhede in elke pos. (Gebruik aparte vel indien nodig):

15. Meld enige ander ondervinding (bv. lande besoek, ens.) wat na u mening die Raad in sy besluit sal help.

16. (i) Is u, of was u ooit 'n lid van 'n Reisbedryforganisasie?

☐ JA☐ NEE

(ii) Indien ja op vraag (i), watter Organisasie(s)

(iii) Indien ja op vraag (i), was u lidmaatskap ooit deur enige Organisasie(s) beëindig?

☐ JA☐ NEE

(iv) Indien ja op vraag (iii) gee besonderhede

17. (i) Was u ooit skuldig bevind aan 'n misdryf waarby oneerlikheid betrokke was?

☐ JA☐ NEE

(ii) Indien ja, verstrek besonderhede

18. (i) Was u boedel ooit gesekwestreer?

☐ JA☐ NEE

(ii) Indien ja, is u nou gerehabiliteer?

☐ JA☐ NEE

19. Enige ander inligting wat na u mening die Raad van hulp sal wees by die oorweging van u aansoek

20. Aantal bylaes

21. Ek het die Gedragskode (Regulasie 2) en die Voorwaardes vir Registrasie vir Reisagent (Regulasie 10) gelees en verstaan dit.

Let wel.—'n Gedetailleerde curriculum vitae, met volle besonderhede van alle opvoedkundige kwalifikasies, veral die wat pertinent op die reisbedryf betrekking het, moet aangeheg word. Gesertifiseerde afskrifte van alle diplomas en sertifikate verwerf, moet ook ingesluit word.

EK, DIE BOGEMELDE, VERKLAAR DAT DIE ANTWOORDE DEUR MY HIERBO GEGEE, EN IN ENIGE BYLAES, IN ALLE OPSIGTE WAAR EN KORREK IS.

DATUM..... GETEKEN TE

HANDTEKENING VAN AANSOEKER.....

GETEKEN EN BEËDIG/BEVESTIG IN MY TEENWOORDIGHEID TE

OP DIE DAG VAN 19.....

DEUR DIE DEPONENT WAT ERKEN DAT HY/SY DIE INHOUD VAN HIERDIE BEËDIGDE VERKLARING/BEVESTIGING VERSTAAN.

KOMMISSARIS VAN EDE

AMPSTITTEL

OUTORITEIT

Vir kantoorgebruik:

Betaling ontvang Vorm in orde.....
 Indien nie, stappe gedoen

Registrasie

GOEDGEKEUR

AFGEKEUR

Sertifikaat No.

Goedgekeur deur Datum

BYLAEB

Travel Agents Board
Raad vir Reisagente

14th Floor, Glencairn Building 73 Market Street, Johannesburg 2001
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**AANSOEK VIR LISENSIËRING VAN PERSEEL KRAGTENS ARTIKEL 18 VAN DIE WET OP REISAGENTE EN REISAGENTSAPPE,
 No. 58 VAN 1983**

Let Wel:

- (1) Voltooi in drukskrif of tikskrif.
- (2) Maak 'n regmerk in die toepaslike blokkie.
- (3) Alle vrae moet beantwoord word.
- (4) 'n Tjek vir die voorgeskrewe fooi, wat aan die Raad vir Reisagente uitgemaak is, moet hierdie aansoek vergesel.

Aansoeknommer (Kantoorgebruik)

AANSOEK TEN OPSIGTE VAN:

Nuwe aansoek

Perseelverandering

Verandering in
eienaarskap

Verandering van handelsnaam

1. (i) Naam van maatskappy, beslote korporasie, vennootskap, alleeneienaar of ander tipe besigheid (hierna "Aansoeker" genoem):

 (ii) (a) Indien die Aansoeker 'n handelsnaam het, verstrek die naam hier:

 (b) Indien hierdie aansoek ten opsigte van 'n verandering van handelsnaam is, verstrek vorige handelsnaam:

2. (i) Is die aansoeker as 'n maatskappy met beperkte aanspreeklikheid of as 'n beslote korporasie geregistreer by die Registrateur van Maatskappye of die Registrateur van Beslote Korporasies, na gelang van die geval?

JA

NEE

- (ii) Verstrek die maatskappy se registrasienommer (indien van toepassing)

3. Geregistreerde adres van hoofkantoor.....

Teleksno Tel. No.

4. (i) Volledige straatadres van perseel waarvoor aansoek gedoen word (Let wel: 'n afsonderlike vorm word verlang vir elke lokaal):

 (ii) Indien hierdie aansoek vir 'n verandering van lokaal is, meld oorspronklike gelisensieerde straatadres.

5. Posbusnommer Poskantoor

Poskode Teleks. Tel. No.

6. (i) Kategorie:

Let Wel: 'n Afsonderlike vorm word verlang vir elke lokaal waarvoor aansoek gedoen word.

A. Kleinhandel:

A1

Kleinhandelsreisagentskap

A2

Plaaslike Kleinhandelsreisagentskap

B.

Toerondernemer:

B1

Uitwaartse Toerondernemer

B2

Inwaartse Toerondernemer

B3

Plaaslike Toerondernemer

B4

Algemene Verkoopsagent (Gebruik 'n aparte bladsy vir al die A.V. Agente wat op die datum van aansoek verteenwoordig word)

(ii) Indien aansoek gedoen word in meer as een kategorie vir hierdie perseel, dui die ander kategorieë hieronder aan. Afsonderlike vorms moet egter gebruik word.

A1

A2

B1

B2

B3

B4

(Hierdie inligting sal die Raad met kruisverwysing behulpzaam wees)

7. Is hierdie Aansoek ten opsigte van 'n

Maatskappy

Beslote korporasie

Vennootskap

Alleeneienaar

Ander

Spesifiseer

8. (i) Is die Aansoeker deur IATA goedgekeur?

JA

NEE

(ii) Indien ja, meld IATA verwysingsnommer

9. Datum vir einde van die boekjaar van besigheid

10. Tipe perseel (bv. winkel, kantoor, ens.):

11. Lokaal (bv. grondvloer/winkelsentrum, ens.):

12. Word enige ander besigheid/hede vanuit hierdie perseel bedryf?

JA

NEE

13. Indien ja, gee volle besonderhede

14. (i) Datum sedert wanneer die perseel as 'n reisagentskap gebruik is, of gebruik gaan word (nuwe aansoek):

OF

(ii) Datum van perseelverandering

OF

(iii) Datum van eienaarskapsverandering

OF

(iv) Datum van handelsnaamverandering

15. Volle name van alle direkteure (en alternatiewe direkteure) of van alle vennote of van alleeneienaar na gelang van die geval. (Heg 'n bylae aan indien nodig)

N.B.—Indien enige persoon hieronder gemeld enige direkte of indirekte belang in 'n ander Reisagentskap het, verstrek besonderhede

(i)

(ii)

(iii)

(iv)

16. (i) Was daar ('n) geregistreerde reisagent(e) tydens die aansoek in diens by die lokaal wat gelisensieer moet word?

JA

NEE

(ii) Indien ja, verskaf naam/name

17. Is enige direkteur, vennoot of die alleeneienaar van die Aansoeker—

(i) weens onbehoorlike gedrag uit 'n vertrouensposisie ontslaan?

JA

NEE

(ii) skuldig bevind aan 'n misdryf waarby oneerlikheid betrokke was?

JA

NEE

18. Is die Aansoeker onder likwidasie of onder geregtelike bestuur?

JA

NEE

Indien die antwoord op enige vraag by 17 (i), 17 (ii) of 18 ja is, moet 'n beëdigde verklaring aan hierdie vorm geheg word waarin volle besonderhede verstrek word.

19. Enige bykomende inligting wat na u mening die Raad van hulp sal wees by die oorweging van hierdie aansoek:

20. Hoeveelheid bylaes

Let Wel:

1. Sluit hierby in 1 kleur poskaartgrootte foto van die binnekant en 1 kleur poskaartgrootte foto van die aangesig van die perseel.
2. Name en besonderhede van kwalifikasies en ervaring van werknemers moet op aparte bladsy verskaf word.
3. Persele wat deur IATA goedgekeur en gelisensieer is, is nie onderworpe aan inspeksie van die Raad nie.

Ek, synde behoorlik daartoe gemagtig doen hiermee aansoek namens die bovermelde aansoeker en verklaar dat die antwoorde hierbo gegee, en in enige bylaes, in alle opsigte waar en korrek is.

Datum Geteken te

Handtekening van persoon wie die vorm invul

Verwantskap met aansoeker

Geteken en beëdig/bevestig in my teenwoordigheid te die dag van 19.....

Deur die deponent wat erken dat hy/sy die inhoud van hierdie beëdigde verklaring/bevestiging verstaan

Kommissaris van Ede Ampstittel.....

Outoriteit

Vir Kantoorgebruik:

Betaling ontvang Vorm korrek

Indien nie, stappe gedoen

Lisensiering

GOEDGEKEUR

GEWEIER

Sertifikaatno.

Goedgekeur deur Datum

No. R. 2514

28 November 1986

REGULATIONS IN TERMS OF THE HOTELS ACT,
1965 (ACT 70 OF 1965)

The Minister of Environment Affairs and Tourism has made the regulations in the Schedule under section 34 of the Hotels Act, 1965 (Act 70 of 1965).

SCHEDULE

DEFINITIONS

1. In these regulations and in the forms contained in this Schedule, unless the context otherwise indicates—

“bed” means a piece of furniture which ordinarily is intended to be used for sleeping purposes by a guest;

“bedroom” means a room, with or without a bathroom, which is used for sleeping purposes, including any portion of such room separated by means of a low wall, curtain or in any other way;

“bedroom with bathroom” means a unit comprising a bedroom and bathroom with toilet facilities;

“bedroom with shower” means a unit comprising a bedroom and shower with toilet facilities;

“executive director” means the chief executive officer of the Board;

“grade” when used as a noun means a grade determined by the Board in terms of section 15 of the Act and when used as a verb means allotting such grade;

“guest” means a permanent resident or a tourist;

“leivable room” means a bedroom or any other room with a single entrance which is used for sleeping purposes by one or more guests;

“ordinary bedroom” means a bedroom without a bathroom/shower and toilet facilities;

“permanent function room” means a room, the use of which is restricted to public or private functions;

“person who conducts the business” means the owner who conducts or causes such business of a hotel to be conducted for purposes of gain;

No. R. 2514

28 November 1986

REGULASIES Kragtens DIE WET OP HOTELLE,
1965 (WET 70 VAN 1965)

Die Minister van Omgewingsake en Toerisme het kragtens artikel 34 van die Wet op Hotelle, 1965 (Wet 70 van 1965), die regulasies in die Bylae uitgevaardig.

BYLAE

OMSKRYWINGS

1. In hierdie regulasies en in die vorms tot hierdie Bylae, tensy uit die samehang anders blyk, beteken—

“bed” ’n meubelstuk wat in die reël bedoel is om deur ’n gas gebruik te word om op te slaap;

“die Wet” die Wet op Hotelle, 1965 (Wet 70 van 1965);

“gas” ’n permanente inwoner of ’n toeris;

“gewone slaapkamer” ’n slaapkamer sonder ’n badkamer/stort en toiletgeriewe;

“graad” of “gradering” ’n graad deur die Raad bepaal ingevolge artikel 15 van die Wet, en “gradeer” die toekenning van sodanige graad;

“hefbare kamer” ’n slaapkamer of enige ander kamer met ’n enkelingang wat deur een of meer gaste vir slaapdoeleindes gebruik word;

“ontvangskantoordiens” ’n diens bestaande uit die in- en afteken van gaste en ook die hantering van die registrasie van gaste, die verskaffing van inligting oor kamer-toewysings, die reëling van bagasiediens, die finalisering van gaste se rekenings en ander vertrekprosedures;

“permanente funksiekamer” ’n kamer waarvan die gebruik beperk word tot openbare of privaatfunksies;

“persoon wat die besigheid dryf” die eienaar wat die besigheid van ’n hotel vir winsdoeleindes dryf of laat dryf;

“slaapkamer” ’n kamer met of sonder ’n badkamer wat vir slaapdoeleindes gebruik word met inbegrip van enige gedeelte van so ’n kamer wat deur middel van ’n lae muur, gordyn of op ’n ander wyse afgeskort is;

"reception office service" means a service comprising the checking in and out of guests and also the handling of registration of guests, the furnishing of information regarding room allocations, the arranging of baggage service, the finalisation of guests' accounts and other departure procedures;

"suite" means a set of rooms comprising a permanent lounge, bedroom, bathroom and toilet facilities, intended for use as a unit;

"the Act" means the Hotels Act, 1965 (Act 70 of 1965);

"tourist" means a person, including a child, who stays in transit at a particular hotel;

and a word or expression to which a meaning has been assigned in the Act shall bear that meaning.

MEETINGS OF THE BOARD

2. Meetings of the Board shall take place *in camera* and, subject to the provisions of section 24 of the Act, no person shall be entitled to appear before the Board either personally or represented by counsel or an attorney.

INCOMPETENCE OF MEMBERS OF THE BOARD

3. A member of the Board shall not be present at the consideration of any registration, cancellation of registration, grading, regrading or any other matter the Board is lawfully empowered to consider if the member or his or her spouse or child, as the case may be—

- is the owner, mortgagee, mortgagor, lessor or lessee of the building in which the accommodation establishment is situated or of the business conducted therein at the time the Board considers such registration, cancellation of registration, grading or regrading;
- is the partner, agent or employee of an applicant applying for registration, cancellation of registration, grading or regrading;
- is a director, manager or other officer, employee or agent of any person who has a financial interest in the building in which the accommodation establishment is situated or in the business conducted therein at the time when the Board considers such registration, cancellation of registration, grading or regrading; or
- has any financial interest in the building in which the accommodation establishment is situated or in the business conducted therein at the time the Board considers such registration, cancellation of registration, grading or regrading.

TIMES FOR THE CONSIDERATION OF REGISTRATION, CANCELLATION OF REGISTRATION, GRADING, REGRADING AND ANY OTHER MATTER THE BOARD IS LAWFULLY EMPOWERED TO CONSIDER

4. Meetings of the Board shall be held at the times and venues determined by the Board from time to time for the consideration of the following:

- Application for registration of an accommodation establishment as a hotel;
- cancellation of registration of a hotel;
- grading of a hotel;
- regarding of a hotel; and
- any other matter the Board is lawfully entitled to consider.

APPLICATION FOR REGISTRATION AS A HOTEL

5. Any person applying for registration in terms of section 14 of the Act shall do so in writing, in duplicate, to the executive director on Form HR 1 in this Schedule and such

"slaapkamer met badkamer" 'n eenheid bestaande uit 'n slaapkamer en badkamer met toiletgeriewe;

"slaapkamer met stort" 'n eenheid bestaande uit 'n slaapkamer en 'n stort met toiletgeriewe;

"suite" 'n stel kamers bestaande uit 'n permanente sitkamer, slaapkamer, badkamer en toiletgeriewe wat bedoel is om as 'n eenheid gebruik te word;

"toeris" 'n persoon, met inbegrip van 'n kind, wat in transito by 'n bepaalde hotel inwoon;

"uitvoerende direkteur" die hoofuitvoerende beampte van die Raad;

en het 'n woord of uitdrukking waaraan 'n betekenis in die Wet geheg is, daardie betekenis.

VERGADERINGS VAN DIE RAAD

2. Vergaderings van die Raad moet *in camera* plaasvind, en behoudens die bepalings van artikel 24 van die Wet, is niemand geregtig om hetsy persoonlik of verteenwoordig deur 'n advokaat of prokureur, voor die Raad te verskyn nie.

ONBEVOEGDHEID VAN LEDE VAN DIE RAAD

3. 'n Lid van die Raad mag nie teenwoordig wees nie by die oorweging van enige registrasie, intrekking van registrasie, gradering, hergradering of enige ander aangeleentheid wat die Raad regtens bevoeg is om te oorweeg indien die lid of sy of haar eggenoot of eggenote of kind, na gelang van die geval—

- 'n eienaar, verbandgewer, verbandnemer, verhuurder of huurder is van die gebou waarin die huisvestingsinrigting geleë is of van die besigheid wat daarin gedryf word ten tyde van die Raad se oorweging van sodanige registrasie, intrekking van registrasie, gradering of hergradering;
- 'n vennoot, agent of werknemer is van 'n aansoeker wat aansoek doen om die registrasie, intrekking van registrasie, gradering of hergradering;
- 'n direkteur, bestuurder of ander beampte, werknemer of agent is van iemand wat 'n geldelike belang het by die gebou waarin die huisvestingsinrigting geleë is of by die besigheid wat daarin gedryf word ten tyde van die Raad se oorweging van sodanige registrasie, intrekking van registrasie, gradering of hergradering;
- enige geldelike belang het by die gebou waarin die huisvestingsinrigting geleë is of by die besigheid wat daarin gedryf word ten tyde van die Raad se oorweging van sodanige registrasie, intrekking van registrasie, gradering of hergradering.

TYE VIR DIE OORWEGING VAN REGISTRASIE, INTREKKING VAN REGISTRASIE, GRADERING, HERGRADERING EN ENIGE ANDER AANGELEENTHEID WAT DIE RAAD REGTENS BEVOEG IS OM TE OORWEEG

4. Vergaderings van die Raad word gehou op die tye en plekke wat die Raad van tyd tot tyd bepaal vir oorweging van die volgende:

- Aansoek om registrasie van 'n huisvestingsinrigting as 'n hotel;
- intrekking van die registrasie van 'n hotel;
- gradering van 'n hotel;
- hergradering van 'n hotel; en
- enige ander aangeleentheid wat die Raad regtens bevoeg is om te oorweeg.

AANSOEK OM REGISTRASIE AS 'N HOTEL

5. Iemand wat aansoek doen om registrasie ingevolge artikel 14 van die Wet, moet sodanige aansoek skriftelik, in tweevoud, aan die uitvoerende direkteur rig op Vorm HR 1

application shall be accompanied by the fee prescribed in regulation 21: Provided that, unless otherwise decided by the Board, no application for the registration of a hotel of which the registration was cancelled by the Board in terms of section 20 of the Act, shall be considered if such application is made within a period of 12 months after cancellation of registration: Provided further that where an application is received after registration, for the cancellation of registration of a portion of the registered premises, the Board may require that such notice as the Board prescribes be posted on such portion of which the registration has been cancelled.

REGISTER OF HOTELS AND HOTELIERS

6. The register referred to in section 13 of the Act shall be in the form of Form HR 3 in this Schedule.

CERTIFICATE OF REGISTRATION OF HOTEL

7. When an accommodation establishment is registered as a hotel the executive director shall issue to the hotelier a certificate in terms of section 19 (1) (a) of the Act, on Form HR 2 in this Schedule.

INSIGNIA

8. (1) The insignia for a hotel registered in terms of section 14 of the Act, shall be an emblem of a design, size and colour, approved by the Board.

(2) In addition to the emblem prescribed in subregulation (1), the insignia for the various grades of hotels, determined under section 15 (1) of the Act, shall be as follows:

Grade	Insignia
One-star	*
Two-star	**
Three-star	***
Four-star	****
Five-star	*****

(3) The insignia for the two groups of hotels, determined under section 15 (1) of the Act, shall be as follows:

Group	Insignia
Tourist	T
Residential	R

(4) In addition to the emblem in subregulation (1) the Board may from time to time approve insignia of a design, size and colour for any hotel graded and grouped by the Board after registration.

(5) When a hotelier makes available any amenity or facility on, in or near the hotel, the Board may determine that he shall insert such amenity or facility on the plaque in the form of an insignia approved by the Board.

(6) In the case of a hotel in respect of which an on-consumption licence mentioned in Column I below has been issued under the Liquor Act, 1977 (Act 87 of 1977), the insignia prescribed in column II below shall be used or displayed together with the insignia prescribed under subregulations (2) and (3):

Column I	Column II
Hotel liquor licence	YYY
Wine and malt liquor licence	YY
Meal-time, wine and malt licence ..	Y

in hierdie Bylae en die aansoek moet vergesel wees van die gelde voorgeskryf by regulasie 21: Met dien verstande dat, tensy die Raad anders besluit, geen aansoek om die registrasie van 'n hotel waarvan die registrasie ingevolge artikel 20 van die Wet deur die Raad ingetrek is, oorweeg word nie as so 'n aansoek om registrasie gedoen word binne 12 maande nadat die registrasie ingetrek is: Met dien verstande verder dat waar 'n aansoek na registrasie ontvang word dat 'n gedeelte van die geregistreerde perseel se registrasie ingetrek word, die Raad kan vereis dat sodanige kennisgewing wat die Raad voorskryf op daardie gedeelte waarvan die registrasie ingetrek is, aangebring word.

REGISTER VAN HOTELLE EN HOTELIERS

6. Die register vermeld in artikel 13 van die Wet moet in die vorm wees van Vorm HR 3 in hierdie Bylae.

SERTIFIKAAT VAN REGISTRASIE VAN HOTEL

7. Wanneer 'n huisvestingsinrigting as 'n hotel geregistreer word, moet die uitvoerende direkteur aan die hotelier 'n sertifikaat uitreik ingevolge artikel 19 (1) (a) van die Wet by wyse van Vorm HR 2 in hierdie Bylae.

ONDERSKEIDINGSTEKENS

8. (1) Die onderskeidingstekens vir 'n hotel geregistreer ingevolge artikel 14 van die Wet, is 'n embleem van 'n ontwerp, grootte en kleur, goedgekeur deur die Raad.

(2) Benewens die embleem voorgeskryf in subregulasie (1) is die onderskeidingstekens vir die verskillende grade hotelle, soos bepaal ingevolge artikel 15 (1) van die Wet, soos volg:

Graad	Onderskeidings- tekens
Een-ster	*
Twee-ster	**
Drie-ster	***
Vier-ster	****
Vyf-ster	*****

(3) Die onderskeidingstekens vir die twee groepe hotelle soos bepaal ingevolge artikel 15 (1) van die Wet, is soos volg:

Groep	Onderskeidings- tekens
Toeris	T
Residensieel	R

(4) Benewens die embleem in subregulasie (1) kan die Raad van tyd tot tyd kentekens van 'n ontwerp, grootte en kleur vir enige hotel wat na registrasie deur die Raad gradeer word, goedkeur.

(5) Wanneer 'n hotelier enige gerief of fasiliteit op, in of naby die hotel beskikbaar stel, kan die Raad bepaal dat hy sodanige gerief of fasiliteit op die plaket aanbring in die vorm van 'n kenteken goedgekeur deur die Raad.

(6) In die geval van 'n hotel ten opsigte waarvan 'n binneverbruiklisensie genoem in onderstaande kolom I uitgereik is ingevolge die Drankwet, 1977 (Wet 87 van 1977), moet die onderskeidingstekens voorgeskryf in Kolom II hieronder saam met die onderskeidingstekens voorgeskryf by subregulasies (2) en (3) gebruik of vertoon word:

Kolom I	Kolom II
Hoteldranklisensie	YYY
Wyn- en bierlisensie	YY
Maaltyd-, wyn- en bierlisensie	Y

PLAQUE AND DISPLAY OF INSIGNIA

9. (1) A plaque which remains the property of the Board, shall be used to display the insignia after registration, and where applicable, also the insignia prescribed in regulations 8 (1), (2), (3), (4), (5) and (6) in respect of a hotel which has been graded and grouped.
- (2) After the Board has registered, graded and grouped a hotel, the executive director shall issue to the hotelier a plaque who shall within 14 days after receipt display it on a conspicuous place determined by the Board.
- (3) When the Board approves a change in terms of regulation 8 (2), (3), (4) and (5), the executive director shall issue to the hotelier concerned a replacement metal strip bearing the new insignia and the hotelier shall within 14 days of receipt thereof use it to replace the previous grading or grouping on the plaque.
- (4) Within 14 days of receipt of a notice that the registration of a hotel has been cancelled, the hotelier shall return the plaque to the address the executive director may determine.
- (5) Within three months, or such longer period the executive director may allow on written application, after a hotelier has been notified that the hotel has been registered, graded and grouped, the hotelier shall see to it that the emblem and insignia which are applicable, be indicated on all letterheads, advertising material and in any advertisement used in respect of such hotel, issued or made by or on behalf of such hotel relating to the accommodation, meals, services and facilities, as the case may be: Provided that the Board may grant exemption from the provisions of this regulation in respect of any advertising material if the Board is of the opinion that it is impractical to indicate the insignia thereon.
- (6) When the executive director informs the hotelier of a hotel of the grading and grouping of the hotel of which he is the hotelier, the executive director sends a copy of the requirements determined in terms of section 15 (2) of the Act to the hotelier and the hotelier shall hold such copy available at all times at the reception office for the information of guests.

APPLICATION FOR REGRADING OF HOTEL

10. (1) The hotelier of a hotel applying for the regrading of such hotel in terms of section 21 of the Act, shall do so in writing, in duplicate, to the executive director on Form HR 5 in this Schedule.
- (2) Unless otherwise decided by the Board, an application for the regrading of a hotel in terms of section 21 of the Act shall not be considered by the Board if such application is made within 12 months of the previous grading or regrading, as the case may be.
- (3) If the Board, after having considered the application and a report by one or more of its inspectors, is of the opinion that a higher or lower grading is justified, it shall determine such higher or lower grading, as the case may be, and the executive director shall issue to the hotelier or manager a new certificate of registration on Form HR 2 in this Schedule.
- (4) The hotelier shall within 14 days of receipt of the new certificate of registration, return the old certificate of registration to the executive director.

PLAKET EN DIE VERTONING VAN ONDERSCHEIDINGSTEKENS

9. (1) 'n Plaket wat die eiendom van die Raad bly, moet gebruik word om die embleem na registrasie te vertoon en, waar van toepassing, ook die onderskeidingstekens voorgeskryf in regulasies 8 (1), (2), (3), (4), (5) en (6) ten opsigte van 'n hotel wat gegradeer en groepeer is.
- (2) Nadat die Raad 'n hotel geregistreer, gegradeer en groepeer het, moet die uitvoerende direkteur 'n plaket aan die hotelier uitreik wat dit binne 14 dae na ontvangs op 'n opvallende plek deur die Raad bepaal, moet vertoon.
- (3) Wanneer die Raad 'n verandering ingevolge regulasie 8 (2), (3), (4) en (5) goedkeur, moet die uitvoerende direkteur aan die betrokke hotelier 'n vervangingsmetaalstrokie uitreik wat die nuwe kenteken aandui en die hotelier moet dit binne 14 dae na ontvangs gebruik om die vorige gradering of groepering op die plaket te vervang.
- (4) Binne 14 dae na ontvangs van 'n kennisgewing dat die registrasie van 'n hotel ingetrek is, moet die hotelier die plaket na die adres wat die uitvoerende direkteur bepaal, terugstuur.
- (5) Binne drie maande, of sodanige langer tydperk wat die uitvoerende direkteur op skriftelike aansoek mag toestaan, nadat 'n hotelier in kennis gestel is dat die hotel geregistreer, gegradeer en gegroepeer is, moet die hotelier toesien dat die embleem en onderskeidingstekens wat van toepassing is, aangedui word op alle briefhoofde en reklame-materiaal en in enige advertensie wat ten opsigte van sodanige hotel, omtrent huisvesting, spysering, dienste en fasiliteite, na gelang van die geval, namens sodanige hotel gebruik of uitgereik word: Met dien verstande dat die Raad vrystelling van die bepalings van hierdie regulasie kan verleen ten opsigte van enige reklamemateriaal indien die Raad van mening is dat dit onprakties is om die onderskeidingstekens daarop aan te dui.
- (6) Wanneer die uitvoerende direkteur 'n hotelier van 'n hotel in kennis stel van die gradering en groepering van die hotel waarvan hy die hotelier is, stuur die uitvoerende direkteur 'n afskrif van die vereistes wat ingevolge artikel 15 (2) van die Wet bepaal is aan die hotelier en die hotelier moet sodanige afskrif te alle tye by die ontvangskantoor ter inligting van gaste beskikbaar hou.

AANSOEK OM HERGRADERING VAN 'N HOTEL

10. (1) Die hotelier van 'n hotel wat aansoek doen om die hergradering van sodanige hotel ingevolge artikel 21 van die Wet, moet sodanige aansoek skriftelik, in tweevoud, aan die uitvoerende direkteur rig op Vorm HR 5 in hierdie Bylae.
- (2) Tensy die Raad anders besluit, word 'n aansoek om die hergradering van 'n hotel ingevolge artikel 21 van die Wet nie deur die Raad oorweeg nie indien sodanige aansoek gedoen word binne 12 maande na die Raad se vorige gradering of hergradering, na gelang van die geval.
- (3) Indien die Raad nadat hy die aansoek en 'n verslag deur een of meer van sy inspekteurs oorweeg het, van mening is dat 'n hoër of laer gradering gereverdig is, moet hy sodanige hoër of laer gradering, na gelang van die geval, bepaal en die uitvoerende direkteur moet aan die hotelier 'n nuwe registrasiesertifikaat op Vorm HR 2 uitreik.
- (4) Die hotelier moet binne 14 dae na ontvangs van die nuwe registrasiesertifikaat die ou registrasiesertifikaat aan die uitvoerende direkteur terugstuur.

REQUEST FOR RECONSIDERATION OF A DECISION OF THE BOARD

11. A request in terms of section 22 (1) of the Act for reconsideration of a decision of the Board shall be submitted to the executive director in writing, in duplicate, on Form HR 6 contained in this Schedule, accompanied by the fee prescribed in regulation 21, within 30 days of the Board's decision having been made known.

APPEAL TO MINISTER

12. (1) Any person who appeals to the Minister under section 22 (3) of the Act against a decision which the Board reconsidered in terms of section 22 (1) shall, within 30 days after he has been advised of such decision, lodge a written notice of appeal with the Minister, setting forth the grounds for such appeal and at the same time submit a copy of such appeal to the chairman of the South African Tourism Board.

(2) As soon as possible after receipt of a copy of the notice of appeal referred to in subregulation (1), the chairman of the Board shall prepare a statement of the reasons for the Board's decision which shall be submitted to the Minister together with all relevant documents.

(3) The chairman shall notify the appellant in writing of the Minister's decision.

APPLICATION FOR REGISTRATION AS A HOTELIER

13. (1) An application for the registration of a hotelier in terms of section 23 of the Act shall be submitted in writing on Form HR 7 in this Schedule, in triplicate, to the executive director by the person who conducts the business of the hotel.

(2) The executive director shall upon the registration of a person as a hotelier, issue a certificate of registration on Form HR 8 in this Schedule to the person who conducts the hotel business.

(3) The person who conducts the hotel business shall after the registration of a hotelier keep the certificate available at all times at such hotel for inspection by the Board.

DISQUALIFICATION OF PERSON AS HOTELIER

14. No person shall be registered as hotelier if he—

- is an unrehabilitated insolvent;
- was convicted of a criminal offence within five years prior to the date of application in terms of regulation 13 (1) and sentenced to imprisonment for a period exceeding six months without the option of a fine; or
- was convicted and sentenced to a fine exceeding R200, within six months prior to the date of application in terms of regulation 13 (1), of any offence under the Act or regulations while being registered as a hotelier in terms of regulation 13 (2).

CHANGE OF NAME OF HOTEL

15. (1) The name of a hotel, as indicated on a certificate issued in terms of regulation 7, shall not be changed without the written approval of the Board.

(2) An application to change the name of a hotel, shall be submitted to the Board on Form HR 4 in this Schedule.

(3) After the Board has approved an application in terms of subregulation (2), the executive director shall issue to the hotelier a new certificate of

VERSOEK OM HEROORWEGING VAN 'N BESLUIT VAN DIE RAAD

11. 'n Versoek ingevolge artikel 22 (1) van die Wet om die heroorweging van 'n besluit van die Raad, moet skriftelik, in tweevoud, aan die uitvoerende direkteur voorgelê word op Vorm HR 6 vervat in hierdie Bylae tesame met die gelde voorgeskryf by regulasie 21, binne 30 dae nadat die Raad se besluit bekendgemaak is.

APPEL NA MINISTER

12. (1) Enige persoon wat ingevolge artikel 22 (3) van die Wet by die Minister appèl aanteken teen 'n besluit wat die Raad ingevolge artikel 22 (1) heroorweeg het, moet binne 30 dae nadat hy van sodanige besluit verwittig is, by die Minister 'n skriftelike kennisgewing van appèl indien, die gronde van appèl uiteensit en terselfdertyd 'n afskrif van sodanige appèl aan die voorsitter van die Suid-Afrikaanse Toerismeraad stuur.

(2) So spoedig moontlik na ontvangs van 'n afskrif van die kennisgewing van appèl vermeld in subregulasie (1), moet die voorsitter van die Raad 'n opgawe van die redes vir die Raad se beslissing opstel wat saam met alle tersaaklike dokumente aan die Minister voorgelê moet word.

(3) Die voorsitter moet die appellant skriftelik van die Minister se beslissing verwittig.

AANSOEK OM REGISTRASIE AS HOTELIER

13. (1) 'n Aansoek om die registrasie van 'n hotelier ingevolge artikel 23 van die Wet moet skriftelik, in drievoud, aan die uitvoerende direkteur op Vorm HR 7 in hierdie Bylae, voorgelê word deur die persoon wat die hotelbesigheid dryf.

(2) Die uitvoerende direkteur moet by die registrasie van 'n persoon as hotelier aan die persoon wat die hotelbesigheid dryf 'n sertifikaat van registrasie uitreik op Vorm HR 8 in hierdie Bylae.

(3) Na registrasie van 'n hotelier moet die persoon wat die hotelbesigheid dryf die hotelier se registrasiesertifikaat te alle tye by die betrokke hotel beskikbaar hou vir inspeksie deur die Raad.

DISKWALIFIKASIE VAN 'N PERSOON AS HOTELIER

14. Niemand mag as 'n hotelier geregistreer word nie indien hy—

- 'n ongerehabiliteerde insolvent is;
- binne vyf jaar voor die datum van sy aansoek ingevolge regulasie 13 (1), skuldig bevind is aan 'n kriminele oortreding en gevonnisd is tot gevangenisstraf vir 'n tydperk van meer as ses maande sonder die keuse van 'n boete; of
- binne ses maande voor die datum van sy aansoek ingevolge regulasie 13 (1), skuldig bevind is aan enige kriminele oortreding en gevonnisd is tot 'n boete van meer as R200 ingevolge die Wet of die regulasies terwyl hy as 'n hotelier geregistreer was ingevolge regulasie 13 (2).

VERANDERING VAN NAAM VAN 'N HOTEL

15. (1) Die naam van 'n hotel, soos aangedui, op 'n sertifikaat uitgereik ingevolge regulasie 7, mag nie sonder die skriftelike goedkeuring van die Raad verander word nie.

(2) 'n Aansoek om die naam van 'n hotel te verander, moet op Vorm HR 4 in hierdie Bylae, aan die Raad voorgelê word.

(3) Nadat die Raad 'n aansoek ingevolge subregulasie (2) goedgekeur het, moet die uitvoerende direkteur 'n nuwe registrasiesertifikaat op Vorm HR

registration on Form HR 2 of his Schedule and the hotelier shall within 14 days of receipt thereof, return the old certificate to the executive director.

CHANGE IN NUMBER OF BEDROOMS AVAILABLE TO GUESTS AND STRUCTURAL ALTERATIONS

16. When, after a hotel has been graded and registered, any structural change occurs in the total number of bedrooms or any structural alterations are made affecting the number of bedrooms, registration or minimum differential grading requirements, where applicable, in respect of such hotel, the hotelier shall within 14 days after completion of such change or alteration, inform the executive director in writing of the nature and extent thereof.

CHANGE OF TARIFFS

17. If, after a reservation from a person or agent has been confirmed, any change occurs in the tariffs of a hotel, the hotelier shall immediately notify such person or agent thereof.

CHANGE OF OWNERSHIP, ADDRESS AND HOTELIER

18. Whenever there is a change in respect of the—

- (a) person who conducts the hotel business;
- (b) permanent address of such person;
- (c) hotelier of a hotel;

the person who conducts the hotel business shall within 14 days of such change give notice in writing thereof to the executive director.

BROCHURES, PAMPHLETS AND BOOKLETS

19. Within 14 days of receipt of a request by the executive director the hotelier shall furnish the executive director with a specimen of every brochure, pamphlet or booklet which relates to the accommodation, meals, services, amenities or facilities of the hotel and which has been issued by or on behalf of the hotel to the public.

DAMAGED, DESTROYED OR LOST PLAQUE OR CERTIFICATE

20. (1) When a plaque issued in terms of regulation 9 (2) is damaged, destroyed or lost, the hotelier shall within 14 days after the damage, destruction or loss apply to the executive director on Form HR 9 in this Schedule for the replacement thereof.
- (2) When a certificate issued by the executive director in terms of regulations 7, 10 (3), 13 (2) or 15 (2) is damaged, destroyed or lost, the hotelier shall within 14 days after the damage, destruction or loss apply to the executive director on Form HR 9 in this Schedule for the replacement thereof.
- (3) The executive director shall upon receipt of an application in terms of subregulations (1) and (2) issue a new plaque or certificate, as the case may be, in replacement of the damaged, destroyed or lost plaque or certificate.
- (4) In case of the replacement of a damaged plaque or certificate, the hotelier shall within 14 days of receipt of the new plaque or certificate, return the old plaque or certificate to the executive director.

2 in hierdie Bylae aan die betrokke hotelier uitreik en die hotelier moet binne 14 dae na ontvangs daarvan die ou sertifikaat aan die uitvoerende direkteur terugstuur.

VERANDERING IN DIE GETAL SLAAPKAMERS BESKIKBAAR VIR GASTE EN STUKTURELE VERBOUINGS

16. Wanneer daar, nadat 'n hotel gegradeer en geregistreer is, enige strukturele verandering in die totale getal slaapkamers plaasvind of enige strukturele verbouings gedoen word wat die getal slaapkamers of enige registrasie of minimum differensiële graderingsvereistes, waar van toepassing, ten opsigte van so 'n hotel, raak, moet die hotelier binne 14 dae na voltooiing van sodanige verandering of verbouing, die uitvoerende direkteur skriftelik verwittig van die aard en omvang daarvan.

VERANDERING VAN TARIWE

17. Indien daar enige verandering in die tariewe van 'n hotel aangebring word nadat 'n bespreking van 'n persoon of 'n agent bevestig is, moet die hotelier sodanige persoon of agent onverwyld daarvan in kennis stel.

VERWISSELING VAN EIENAAR, ADRES EN HOTELIER

18. By verwisseling van die—

- (a) persoon wat die hotelbesigheid dryf;
- (b) permanente adres van sodanige persoon;
- (c) hotelier van 'n hotel;

moet die persoon wat die hotelbesigheid dryf binne 14 dae vanaf sodanige verwisseling die uitvoerende direkteur skriftelik daarvan verwittig.

BROSJURES, PAMFLETTE EN BOEKIES

19. Binne 14 dae na ontvangs van 'n versoek van die uitvoerende direkteur, moet die hotelier 'n eksemplaar van elke brosjure, pamflet of boekie wat betrekking het op die huisvesting, spyseniering, dienste, geriewe of fasiliteite van die hotel en wat deur of ten behoeve van daardie hotel aan die publiek uitgereik word, aan die uitvoerende direkteur verskaf.

BESKADIGDE, VERNIETIGDE OF VERLORE PLAKET OF CERTIFIKAAT

20. (1) Wanneer 'n plakiet, uitgereik ingevolge regulasie 9 (2), beskadig, vernietig of verlore raak, moet die hotelier binne 14 dae na die beskadiging, vernietiging of verlies, 'n aansoek om die vervanging daarvan aan die uitvoerende direkteur rig op die Vorm HR 9 in hierdie Bylae.
- (2) Wanneer 'n sertifikaat uitgereik deur die uitvoerende direkteur ingevolge regulasies 7, 10 (3), 13 (2), of 15 (2), beskadig, vernietig of verlore raak, moet die hotelier binne 14 dae na die beskadiging, vernietiging of verlies, 'n aansoek om die vervanging daarvan aan die uitvoerende direkteur rig op die Vorm HR 9 in hierdie Bylae.
- (3) Die uitvoerende direkteur moet by ontvangs van die aansoek ingevolge subregulasie (1) en (2) 'n nuwe plakiet of sertifikaat, na gelang van die geval, ter vervanging van die beskadigde, vernietigde of verlore plakiet of sertifikaat uitreik.
- (4) In geval van die vervanging van 'n beskadigde plakiet of sertifikaat, moet die hotelier binne 14 dae na ontvangs van die nuwe plakiet of sertifikaat, die ou plakiet of sertifikaat aan die uitvoerende direkteur terugstuur.

FEES PAYABLE TO THE BOARD

21. Before the Board considers an application, request or notice as defined in column I, the person mentioned in column II shall pay to the Board the fees prescribed in column III and such fees shall accompany the application, request or notice concerned:

Column I	Column II	Column III
(a) An application for registration as a hotel in terms of regulation 5	The person who conducts the hotel business	R100
(b) Issuing of plaque in terms of regulation 9 (1)	The person who conducts the hotel business	R50
(c) An application for regrading of a hotel in terms of regulation 10 (1)	The person who conducts the hotel business	R100
(d) Request for reconsideration of a decision of the board in terms of regulation 11	The person who conducts the hotel business	R100
(e) An application to register as a hotelier in terms of regulation 13 (1)	The person who conducts the hotel business	R25
(f) An application to change the name of the hotel in terms of regulation 15 (2)	The person who conducts the hotel business	R25
(g) An application for the replacement, in terms of regulation 20 (1) of a damaged, destroyed or lost plaque	The hotelier	R50
(h) An application for the replacement in terms of regulation 20 (2) of a damaged, destroyed or lost certificate	The hotelier	R25

LEVIES PAYABLE TO THE BOARD

22. (1) The person who conducts the business of a hotel where such hotel has been graded in terms of section 16 of the Act, shall pay to the Board amounts by way of levies at the undermentioned rates calculated on the number of leviable rooms that have been determined in terms of subregulation (3) for such hotel:

Grading of hotel	Levy per leviable room per night
One-star	6 cents
Two-star	11 cents
Three-star	17 cents
Four-star	22 cents
Five-star	28 cents

(2) Until such time as the Board has determined the number of leviable rooms for purposes of subregulation (1) in each hotel graded by the Board before the date of promulgation of these regulations, such hotel shall pay to the Board amounts by way of levies at the undermentioned rates calculated on 50 per cent of the number of beds that have been determined by the Board for such hotel:

Grading of hotel	Levy per bed per night
One-star	6 cents
Two-star	11 cents
Three-star	17 cents
Four-star	22 cents
Five-star	28 cents

(3) The Board shall when grading a hotel in terms of section 16 of the Act, determine what the total number of leviable rooms referred to in subregulation (1) is. If, thereafter, at an inspection intended to determine the number of leviable rooms, an inspector of the Board finds that the number of leviable rooms so determined has changed, the determination shall be altered accordingly by the Board with effect from the date of such inspection.

GELDE BETAALBAAR AAN DIE RAAD

21. Alvorens die Raad 'n aansoek, versoek of kennisgewing soos om skryf in kolom I oorweeg, moet die persoon genoem in kolom II die gelde soos voorgeskryf in kolom III aan die Raad betaal en sodanige gelde moet die betrokke aansoek, versoek of kennisgewing vergesel:

Kolom I	Kolom II	Kolom III
(a) 'n Aansoek om registrasie as 'n hotel ingevolge regulasie 5	Die persoon wat die hotelbesigheid dryf	R100
(b) Uitreiking van 'n plaket ingevolge regulasie 9 (1)	Die persoon wat die hotelbesigheid dryf	R50
(c) 'n Aansoek om hergradering van 'n hotel ingevolge regulasie 10 (1)	Die persoon wat die hotelbesigheid dryf	R100
(d) 'n Aansoek vir herooring van 'n besluit deur die raad ingevolge regulasie 11	Die persoon wat die hotelbesigheid dryf	R100
(e) 'n Aansoek om registrasie as 'n hotelier ingevolge regulasie 13 (1)	Die persoon wat die hotelbesigheid dryf	R25
(f) 'n aansoek om die naam van 'n hotel ingevolge regulasie 15 (2) te verander	Die persoon wat die hotelbesigheid dryf	R25
(g) 'n Aansoek om die vervanging, ingevolge regulasie 20 (1), van 'n beskadigde, vernietigde of verlore plaket	Die hotelier	R50
(h) 'n Aansoek om die vervanging, ingevolge regulasie 20 (2) van 'n beskadigde, vernietigde of verlore sertifikaat	Die hotelier	R25

HEFFINGS BETAALBAAR AAN DIE RAAD

22. (1) Die persoon wat die besigheid van 'n hotel bedryf waar sodanige hotel gegradeer is ingevolge artikel 16 van die Wet, moet die bedrae in die vorm van heffings teen ondergemelde skaal aan die Raad betaal, bereken op die getal hefbare kamers wat ingevolge subregulasie (3) ten opsigte van sodanige hotel vasgestel is:

Gradering van hotel	Heffing per hefbare kamer per nag
Een-ster	6 sent
Twee-ster	11 sent
Drie-ster	17 sent
Vier-ster	22 sent
Vyf-ster	28 sent

(2) Tot tyd en wyl die Raad die getal hefbare kamers vir doeleindes van subregulasie (1) in elke hotel wat deur die Raad gegradeer is voor die datum van afkondiging van hierdie regulasies, vasgestel het, moet die bedrae in die vorm van heffings teen ondergemelde skaal aan die Raad betaal word, bereken teen 50 persent van die getal beddens wat deur die Raad ten opsigte van sodanige hotel vasgestel is:

Gradering van hotel	Heffing per bed per nag
Een-ster	6 sent
Twee-ster	11 sent
Drie-ster	17 sent
Vier-ster	22 sent
Vyf-ster	28 sent

(3) Die Raad moet wanneer hy 'n hotel ingevolge die bepaling van artikel 16 van die Wet gradeer, vasstel wat die totale getal hefbare kamers is soos bedoel in subregulasie (1). Indien 'n inspekteur van die Raad daarna, tydens 'n inspeksie om die aantal hefbare kamers te bepaal, vind dat die getal hefbare kamers aldus vasgestel, verander het, moet die Raad die vasstelling dienooreenkomstig met inwerkingtreding vanaf die datum van sodanige inspeksie wysig.

- (4) The levies in terms of subregulations (1) and (2) shall be payable on the last day of the quarters ending 31 March, 30 June, 30 September and 31 December of each year: Provided that where the person who conducts the business of a hotel ceases to conduct the business on a date prior to the last day of any quarter, the levies shall be payable *pro rata* on the last day he conducted such hotel business.
- (5) The person responsible in terms of subregulations (1) and (2) for the payment of the levies on the dates on which they are payable in terms of regulation (4), shall pay such levies to the office of the Board within 14 days of such dates.
- (6) Except in circumstances referred to in the proviso to subregulation (4), the executive director may, in writing, instruct the person responsible in terms of subregulations (1) and (2) for the payment of levies, who fails to make payment within the period specified in subregulation (4), to pay such levies which become due every quarter in advance in future or to have future payment thereof underwritten by a guarantee given by a registered bank for such a period as may be determined by the executive director.
- (7) The persons to whom a notice in terms of subregulation (6) is directed, shall within 14 days of the date thereof pay the levies applicable to the notice or furnish a guarantee, as the case may be.
- (8) Each payment of levies shall be accompanied by a written notification of the name and address of the hotel and the quarter in respect of which payment is made.

PENALTIES

23. Any person who—

- (1) contravenes or fails to comply with the provisions of regulations 8 (5), 9 (2), (3), (4), (5), (6), 10 (4), 13 (1), (3), 14 (1), (2), (3), 15 (1), (3), 16, 17, 18 (1), (2), (3), 19, 20 (1), (2), (4), 22 (5), (7) or (8) shall be guilty of an offence and liable on conviction to a fine not exceeding R200 or imprisonment for a period not exceeding six months.

24. These regulations come into force on the date of publication therein the *Government Gazette* and Government Notices R. 1565, dated 1 August 1980, R. 1943, dated 31 August 1984 and R. 1103, dated 17 May 1985, are hereby repealed.

EXEMPTIONS IN RESPECT OF THE FIRST AND SECOND SCHEDULES

1. If a hotel was registered by the Board before the date of promulgation of the determination published herewith, the Board may by means of a general or specific resolution partially or totally exempt such a hotel in respect of any of the requirements of the First and Second Schedule if the Board is convinced that non-compliance with any such requirement will not detract from the standards of the hotel concerned.

2. If a hotel was registered by the Board before the date of promulgation of the determination published herewith, and the registration of such hotel was cancelled thereafter, the Board may upon subsequent registration and grading grant partial or total exemption in respect of any one or more of the requirements in the First and Second Schedules, if the Board is convinced that non-compliance with any such requirement will not detract from the standards of the hotel concerned.

- (4) Die heffings ingevolge subregulasies (1) en (2) is op die laaste dag van die kwartale eindigende 31 Maart, 30 Junie, 30 September en 31 Desember van elke jaar betaalbaar: Met dien verstande dat waar die persoon wat die hotelbesigheid dryf, ophou om dit te doen voor die laaste dag van enige kwartaal, die heffings *pro rata* deur hom betaalbaar is tot die laaste dag waarop hy sodanige hotelbesigheid gedryf het.
- (5) Die persoon verantwoordelik ingevolge subregulasies (1) en (2) vir die betaling van heffings op die datums waarop die heffings betaalbaar is ingevolge subregulasie (4), moet sodanige heffings binne 14 dae na sodanige datums aan die kantoor van die Raad betaal.
- (6) Uitgenome die omstandighede gemeld in die voorbehoudsbepaling in subregulasie (4), kan die uitvoerende direkteur die persoon verantwoordelik ingevolge subregulasies (1) en (2) wat versuim om die heffings binne die tydperk voorgeskryf in subregulasie (4) te betaal, skriftelik gelas om toekomstige betaling van die heffings wat elke kwartaal verskuldig word, vooruit te doen of om te sorg dat toekomstige betaling daarvan onderskryf word met 'n waarborg uitgereik deur 'n geregistreerde bank, vir sodanige tydperk as wat die uitvoerende direkteur bepaal.
- (7) Die persoon aan wie 'n kennisgewing ingevolge subregulasie (6) gerig is, moet binne 14 dae na die datum daarvan die heffings waarop die kennisgewing betrekking het, betaal of 'n waarborg verstrek, na gelang van die geval.
- (8) Elke betaling van heffings moet vergesel gaan van 'n skriftelike mededeling van die naam en adres van die hotel en die kwartaal waarvoor betaling geskied.

OORTREDINGS

23. Iemand wat—

- (1) die bepalings van regulasies 8 (5), 9 (2), (3), (4), (5), (6), 10 (4), 13 (1), (3), 14 (1), (2), (3), 15 (1), (3), 16, 17, 18 (1), (2), (3), 19, 20 (1), (2), (4), 22 (5), (7) of (8), oortree of versuim om daaraan te voldoen, begaan 'n oortreding en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of gevangenisstraf vir 'n tydperk van hoogstens ses maande.

24. Hierdie regulasies tree in werking op die datum van publikasie daarvan in die *Staatskoerant* en Goewermentskennisgewings R. 1565 gedateer 1 Augustus 1980, R. 1943 gedateer 31 Augustus 1984 en R. 1103 gedateer 17 Mei 1985 word hierby herroep.

VRYSTELLINGS MET BETREKKING TOT DIE EERSTE EN TWEDE BYLAES

1. Indien 'n hotel deur die Raad geregistreer is voor die datum van afkondiging van die vasstelling hierby gepubliseer, kan die raad deur middel van 'n algemene of 'n besondere besluit sodanige hotel van enige vereistes in die Eerste en Tweede Bylaes gedeeltelik of in die geheel vrystel indien die Raad daarvan oortuig is dat die nie-nakoming van enige van sodanige vereistes nie afbreuk aan die standaard van die betrokke hotel sal doen nie.

2. Indien 'n hotel deur die Raad geregistreer is voor die datum van afkondiging van die vasstelling hierby gepubliseer, en waarvan die registrasie daarna ingetrek is, kan die Raad by 'n daaropvolgende registrasie en gradering gedeeltelike of algehele vrystelling verleen van enige van die vereistes in die Eerste en Tweede Bylae indien die Raad daarvan oortuig is dat die nie-nakoming van enige van sodanige vereistes nie afbreuk aan die standaard van die betrokke hotel sal doen nie.

3. If a hotel is registered and graded by the Board after the date of promulgation of the determination published herewith, the Board may grant such hotel partial or total exemption in respect of any of the requirements in the First and Second Schedules if the Board is convinced that non-compliance with any of such requirements will not detract from the standards thereof: Provided that no exemption shall be granted in respect of the registration requirements in paragraph (a) of Part I of the First Schedule.

4. Notwithstanding the provisions of exemptions 1, 2 and 3, excluding the proviso in exemption 3, the Board may grant a hotel partial or total exemption in respect of any requirements which it is empowered to impose if the Board is convinced that non-compliance with any such requirements will not detract from the standards thereof.

3. Indien 'n hotel, na die datum van afkondiging van die vasstelling hierby gepubliseer, by die Raad geregistreer en gegradeer is, kan die Raad sodanige hotel, van enige van die vereistes in die Eerste en Tweede Bylaes gedeeltelik of in geheel vrystel indien die Raad daarvan oortuig is dat die nie-nakoming van enige van sodanige vereistes nie afbreuk doen aan die standaard daarvan nie: Met dien verstande dat geen vrystelling verleen word ten opsigte van die registrasievereistes in paragraaf (a) van Deel I van die Eerste Bylae nie.

4. Nieteenstaande die bepalings van vrystellings 1, 2 en 3, uitgenome die voorbehoudsbepaling in vrystelling 3, kan die Raad enige hotel, gedeeltelik of in sy geheel vrystel van enige vereistes wat die raad bevoeg is om te stel indien die Raad daarvan oortuig is dat die nie-nakoming van sodanige vereistes nie afbreuk doen nie aan die standaard daarvan.

FIRST SCHEDULE

PART I

MINIMUM REQUIREMENTS FOR HOTELS

1. All furniture, fittings, equipment, kitchen utensils, cutlery, crockery, glassware, table appointments, bedding, linen, curtains, carpets, rugs and other floor coverings, the inside and outside of the building(s) on the premises and the premises itself shall at all times be clean, hygienic and in good repair.

ASSESSMENT

The cleanliness, hygiene and state of repair referred to in paragraph 1 of the registration requirements shall be assessed on the undermentioned points system with a mean requirement of 75 % in each of the following criteria:

Criteria	Points			
	Zero	Low	Medium	High
Criterion 1: State of repair in respect of physical structure (walls, ceilings, floors, plumbing, etc.)	0	3	4	5
Criterion 2: State of repair in respect of furniture, fittings, etc.	0	3	4	5
Criterion 3: Cleanliness and hygiene—throughout premises	0	3	4	5

FIRST SCHEDULE

PART II

MINIMUM REQUIREMENTS FOR HOTELS

BEDROOMS

- Running hot and cold water serving a wash-basin shall be available at all times in each bedroom without en-suite facilities.
- A mirror at least 300 mm × 300 mm, a shelf or vanity slab at or near each wash-basin and a towel rail in each bedroom without en-suite facilities and an area of at least 600 mm × 450 mm immediately above the wash-basin shall be tiled.
 - A mirror at least 900 mm vertical and 375 mm horizontal.
 - Unused soap shall be provided for each wash-basin or in each bathroom.
- WIDTH OF BED**
 - Single bed: Not less than 900 mm (except a bed intended for a child under the age of 12 years).
 - Double bed: Not less than 1 375 mm.
- Each mattress shall be inner-sprung and/or polyurethane foam of a thickness not less than 120 mm and a density of not less than 26 kg per m³ equivalent.
- Electric lighting: 15 watt per m² of floor area.
 - A reading lamp for each bed with a switch in the immediate vicinity of the bed (except a bed intended for a child under the age of 12 years). If the width of the bed exceeds 1 375 mm, it shall have two lights with separate switches.
- A chair in each single room and at least two chairs or a couch in each double room.
- Each bedroom door shall be fitted with a serviceable lock with keys available.
 - Each bedroom door shall be fitted with a peephole and an independent internal securing device.
- One clothes hook per bed shall be provided in each bedroom (except a bed intended for a child under the age of 12 years).
- Unless there is wall-to-wall carpeting, one floor-rug for each bed (except a bed intended for a child under the age of 12 years), 67,5 cm × 135 cm in size or one floor-rug, 135 cm × 180 cm in size, which serves all beds.
- A 15 amp earthed multi-socket electric power plug at least 750 mm from the ground and alongside the bedroom mirror.
- Dual voltage shaver plug, located near a mirror if the shaver plug is not located in the bathroom.
- Opaque curtains or equivalent screening at all windows.
- A wastepaper-basket in every bedroom.
- Two pillows shall be supplied per guest (one for a child under the age of 12) and extra blankets available on request.
- A glass to be provided for each guest in the bedroom or en-suite bathroom.

BATHROOMS AND SANITATION

- Communal bathrooms and toilets and where existent showers, with lockable doors, on each floor where bedrooms without en-suite facilities are situated.
 - Ratio of communal baths and toilets to beds in rooms without en-suite facilities not more than 1:8.
 - Communal bathrooms, showers and toilets to be separated and separate provision to be made for the sexes.

17. A mirror at least 300 mm × 300 mm and a shelf or vanity slab in each bathroom.
18. All bathroom, shower and toilet walls shall be tiled to a height of at least 1 350 mm from the floor.
19. Bath shall be built in and tiled on the outside.
20. Running hot and cold water serving bath(s), shower(s) and wash-basin(s) shall be available at all times.
21. Floors and floor coverings shall be of impervious material.
22. A towel-rail in each bathroom or shower-room and a clothes hook in each toilet and each bathroom.
23. Each toilet pan shall be provided with a seat and lid.
24. A sanitary bin with lid in each ladies' communal toilet and en-suite bathroom.
25. Electric lighting: 15 watt per m² of floor area.
26. A grab handle for the bath and where the shower is over the bath, an anti-slip mat or equivalent shall be provided.
27. One towel, minimum size 70 cm × 135 cm per guest and a towelling bathmat shall be provided.
28. Toilet paper shall be provided.

PUBLIC TOILETS

29. At least one for men consisting of—
 - (a) at least one urinal of stainless steel or other impervious material. The walls surrounding all urinals shall be painted with a washable paint or finished with other impervious and washable cladding or material;
 - (b) the maximum base level height of the urinal shall be 700 mm;
 - (c) at least one lavatory. The doors of all lavatories shall be lockable and the walls shall be tiled to a height of at least 1 350 mm from the floor; and
 - (d) a wash-room containing at least one wash-basin. All wash-basins in all wash-rooms shall be supplied with hot and cold water, available at all times, and an area of at least 600 mm × 450 mm immediately above such wash-basin(s) shall be tiled.
30. At least one for women consisting of—
 - (a) at least one lavatory. The doors of all lavatories shall be lockable and the walls shall be tiled to a height of at least 1 350 mm from the floor; and
 - (b) a wash-room containing at least one wash-basin. All wash-basins in all wash-rooms to be supplied with running hot and cold water, available at all times; and an area of at least 600 mm × 450 mm immediately above such wash-basin(s) shall be tiled.
31. Soap and clean facilities for drying of hands shall be available at all times.
32. A mirror measuring at least 300 mm × 300 mm shall be provided in the wash-room.
33. A sanitary bin with lid shall be provided in each toilet for women.
34. Toilets shall be clearly indicated and signposted for the sexes.
35. One clothes hook for each wash-basin and in each toilet.
36. Each toilet pan shall be provided with a seat and lid.
37. Electric lighting: 15 watt per m² of floor area.
38. Floors and floor coverings around lavatory pans and urinal areas shall be of an impervious material.
39. Toilet paper shall be provided in each lavatory.

DINING-ROOMS/RESTAURANTS

40. (a) Written, typed or printed menus, and beverage lists indicating the ruling price per meal or the prices of the individual dishes in the case of an a la carte menu, and of the individual beverages on the beverage list shall be available with each meal in each dining-room and restaurant. In the case of carvery/buffet and self-service presentations only the ruling price of the meal (and not a menu) shall be prominently displayed in written, typed or printed form.
41. Separate swing-doors, with kick-plates or other acceptable arrangements for traffic from dining to kitchen area and vice versa.

FOOD PREPARATION, FOOD-HANDLING AREAS AND WASH-UPS

42. Floors shall be of impervious material.
43. All walls shall be tiled to a height of at least 1 350 mm from the floor and the walls above this shall be painted with a light-coloured washable paint. In respect of pantries and similar food storage areas, walls shall be painted in a light coloured washable paint or tiled and painted as in food preparation areas.
44. Provision for effective ventilation and the removal of hot air and odours.
45. (a) All shelves and stands shall be of impervious material (preferably stainless steel).
- (b) The top of each table shall be a single piece of stainless steel, marble, granite or other impervious material.
46. Separate facilities in or near the kitchen, with running hot and cold water, soap, nailbrush and hand-drying facilities for personnel.
47. A dishwashing machine or a separate double bowl (or two separate sinks) with running hot and cold water for the washing of dishes, crockery and cutlery.
48. A potwashing machine or a separate sink with running hot and cold water for the washing of pots and pans.
49. A separate sink for the pre-preparation of foodstuffs.
50. All foodstuffs shall be stored and handled under clean and hygienic conditions and every container shall be clean and free of all toxic substance or ingredient or substance liable to pollute or contaminate such food.
51. Refrigerated storage space at a temperature not exceeding 7 °C shall be available at all times.

LAUNDRY

52. If laundry is done on the premises, a laundry proper, with washing and ironing facilities shall be maintained.

RECEPTION DESK

53. (a) The current tariff for accommodation in respect of all bedrooms shall be prominently displayed on a notice at the reception desk at all times or shall be conveyed to a guest in writing on arrival.
- (b) Stamps and mailing facilities shall be provided.
- (c) Facilities for the safe-keeping of guests' valuables shall be made available and arrangements thereof shall be communicated by management.
- (d) The name address and telephone number of a medical practitioner or the District Surgeon practising in the locality or the local hospital shall be readily available at the reception desk and the hotel, at the request of a guest, should be able to contact same.

BARS (Applicable only to liquor-licensed establishments)

54. A sink (preferably stainless steel) with a tiled or stainless steel splashboard with running hot and cold water for the washing of glasses, clean drying facilities for drying or a glass-washing machine shall be situated in or near the bar(s).

DRESS

55. All personnel shall be appropriately, cleanly and neatly dressed.

STAFF QUARTERS AND AMENITIES

56. Adequate and proper quarters, suitably equipped and furnished, with proper and sufficient toilet, bathing and washing facilities (with running hot and cold water) shall be provided for all employees residing on the premises.

GENERAL

57. The entire premises shall at all times be clean, hygienic and in good repair.
58. All furniture, fittings and equipment, kitchen utensils, cutlery, crockery, glassware, table appointments, bedding, linen, curtains, carpets, rugs and other floor-coverings shall be clean, hygienic and in good repair.
59. Each room shall be properly ventilated.
60. Each menu, wine list, tariff card, notice, signboard and information pamphlet issued by the establishment intended for use by or for information of guests or visitors, shall be in both official languages. Notices or signboards may display internationally recognisable symbols instead.
61. Effective measures shall be taken to ensure that flies, cockroaches or other insects, rodents or undesirable vermin do not readily shelter or breed on the premises.
62. A notice approved by the Board, with the following wording shall be displayed conspicuously on the exterior side of the entrance door to each unregistered bedroom:

"This room does not form part of the registered and graded premises."

EERSTE BYLAE

DEEL I

MINIMUM VEREISTES VIR HOTELLE

1. Alle meubels, toebehore, toerusting, kombuisgereedskap, tafelgerei, breekware, glasware, tafeluitrusting, beddegoed, linne, gordyne, matte, vloermatte en ander vloerbedekkings, die binne- en buitekant van die gebou(e) op die perseel en die perseel self moet te alle tye skoon, higiënies en in 'n goeie toestand wees.

AANSLAG

Die netheid, higiëne en toestand waarna in paragraaf 1 van die registrasievereistes verwys word, sal aangeslaan word volgens die ondergenoemde puntstelsel met 'n gemiddelde vereiste van 75% in elk van die volgende kriteria:

Kriteria	Punte			
	Zero	Laag	Medium	Hoog
Kriterium 1: Toestand t.o.v. fisiese struktuur (mure, plafonne, vloere, loodgieterswerk, ens.).....	0	3	4	5
Kriterium 2: Toestand t.o.v. meubels, toebehore, ens.	0	3	4	5
Kriterium 3: Netheid en higiëne—dwarsdeur die perseel.....	0	3	4	5

EERSTE BYLAE

DEEL II

MINIMUM VEREISTES VIR HOTELLE

SLAAPKAMERS

1. Lopende warm en koue water wat na 'n wasbak aangelê is, moet te alle tye beskikbaar wees in elke slaapkamer sonder en-suite-geriewe.
2. (a) 'n Spieël minstens 300 mm × 300 mm, rak of smukblad by of naby elke wasbak en 'n handdoekreling in elke slaapkamer sonder en-suite-geriewe en die oppervlakte 600 mm × 450 mm onmiddellik bokant die wasbak moet geteël wees.
- (b) 'n Spieël minstens 900 mm vertikaal en 375 mm horisontaal.
- (c) Ongebruikte seep moet verskaf word vir elke wasbak of in elke badkamer.

3. BEDWYDTE

- (a) Enkelbed: Minstens 900 mm (uitgesonderd 'n bed bedoel vir 'n kind onder die ouderdom van 12 jaar).
- (b) Dubbelbed: Minstens 1 375 mm.
- 4. Alle matrasse moet binneveermatrasse en/of polyurethane skuimrubber wees met 'n dikte van minstens 120 mm en 'n digtheid van minstens 26 kg per m³ ekwivalent.
- 5. (a) Elektriese verligting: 15 Watt per m² vloeroppervlakte.
- (b) 'n Leeslamp vir elke bed met 'n skakelaar in die onmiddellike nabyheid van die bed (uitgesonderd 'n bed bedoel vir 'n kind onder die ouderdom van 12 jaar). Indien die wydte van die bed 1 375 mm oorskry, moet daar twee ligte met afsonderlike skakelaars wees.
- 6. 'n Stoel in elke enkelkamer en minstens twee stoele of 'n rusbank in elke dubbelkamer.
- 7. (a) Elke slaapkamerdeur moet voorsien wees van 'n dienlike slot met sleutels beskikbaar.
- (b) Elke slaapkamerdeur moet voorsien wees van 'n loergaasje en 'n onafhanklike interne sluittoestel.
- 8. Een klerehak per bed moet in elke slaapkamer voorsien wees (uitgesonderd 'n bed bedoel vir 'n kind onder die ouderdom van 12 jaar).
- 9. Indien nie met volvloermatte toegerus nie, een vloermat van 67,5 cm × 135 cm vir elke bed (uitgesonderd 'n bed bedoel vir 'n kind onder die ouderdom van 12 jaar), of een vloermat van 135 cm × 180 cm vir alle beddens gesamentlik.
- 10. 'n 15 Amp geaarde elektriese meervoudige kontak sok kragprop minstens 750 mm vanaf die vloer en wat langs die spieël in die slaapkamer geleë is.
- 11. Dubbelstroomspanning skeerprop geleë naby 'n spieël indien die skeerprop nie in die badkamer is nie.
- 12. Ondeursigtige gordyne of ekwivalente afskerming by alle vensters.
- 13. 'n Snippermandjie in elke slaapkamer.
- 14. Twee kussings moet per gas voorsien word (een vir 'n kind onder die ouderdom van 12 jaar) en ekstra komberse beskikbaar op aanvraag.
- 15. 'n Glas moet vir elke gas in die slaapkamer of en-suite badkamer voorsien word.

BADKAMERS EN SANITASIE

- 16. (a) Gemeenskaplike badkamers en toilette en waar bestaande storte, met sluitbare deure, op elke vloer waar slaapkamers sonder en-suite-geriewe geleë is.
- (b) Verhouding van gemeenskaplike baddens en toilette teenoor beddens in slaapkamers sonder en-suite-geriewe nie meer as 1:8 nie.
- (c) Gemeenskaplike badkamers, storte en toilette moet afsonderlik wees en afsonderlike voorsiening moet vir die geslagte gemaak word.
- 17. 'n Spieël minstens 300 mm × 300 mm en 'n rak of smukblad in elke badkamer.
- 18. Alle badkamer, stort- en toilet mure moet geteël wees tot 'n hoogte van minstens 1 350 mm vanaf die vloer.
- 19. Die bad moet ingebou en aan die buitekant geteël wees.
- 20. Lopende warm en koue water wat na die bad/baddens, stort/storte en wasbak/wasbakke aangelê is, moet te alle tye beskikbaar wees.
- 21. Vloere en vloerbedekkings moet van ondeurdringbare materiaal wees.
- 22. 'n Handdoekreling in elke badkamer of stortkamer en 'n klerehak in elke toilet en badkamer.
- 23. Elke toilet bak moet voorsien wees van 'n sitplek en deksel.
- 24. 'n Sanitêre blik met deksel in elke gemeenskaplike damestoilet en-suite badkamer.
- 25. Elektriese verligting: 15 watt per m² vloeroppervlakte.
- 26. 'n Greephandvat vir die bad en waar die stort oor die bad geleë is, moet 'n glyvrye mat of ekwivalent voorsien word.
- 27. Een handdoek, minimum grote 70 cm × 135 cm per gas en 'n handdoekstof badkamer mat moet voorsien wees.
- 28. Toilet papier moet voorsien wees.

PUBLIEKE TOILETTE**29. Minstens een vir mans bestaande uit—**

- (a) minstens een urinaal van vlekvrige staal of ander ondeurdringbare materiaal. Die mure om die urinale moet geverf wees met 'n wasbare verf of met 'n ander ondeurdring- en wasbare bekleding of materiaal afgewerk wees;
- (b) die maksimum basiese vlak hoogte van urinaal moet 700 mm wees;
- (c) minstens een toilet. Die deure van alle toilette moet kan sluit en die mure moet geteël wees tot 'n hoogte van minstens 1 350 mm vanaf die vloer; en
- (d) 'n waskamer met minstens een wasbak. Alle wasbakke in alle waskamers moet te alle tye van lopende warm en koue water voorsien wees en 'n oppervlakte van minstens 600 mm × 450 mm onmiddellik bokant die wasbak(ke) moet geteël wees.

30. Minstens een vir dames bestaande uit—

- (a) minstens een toilet. Die deure van alle toilette moet kan sluit en die mure moet geteël wees tot 'n hoogte van minstens 1 350 mm vanaf die vloer afgewerk wees; en
- (b) 'n waskamer met minstens een wasbak. Alle wasbakke in alle waskamers moet te alle tye van lopende warm en koue water voorsien wees en 'n oppervlakte van minstens 600 mm × 450 mm onmiddellik bokant die wasbak(ke) moet geteël wees.
- 31. Seep en skoon afdroogfasiliteite vir hande moet beskikbaar wees te alle tye.
- 32. 'n Spieël met 'n grootte van minstens 300 mm × 300 mm moet in die waskamer voorsien wees.
- 33. 'n Sanitêre blik met deksel moet voorsien word in elke toilet vir vroue.
- 34. Toilette moet duidelik aangedui en van naamborde vir die geslagte voorsien wees.
- 35. Een klerehak vir elke wasbak en in elke toilet.
- 36. Elke toilet bak moet voorsien wees van 'n sitplek en deksel.

37. Elektriese verligting: 15 watt per m² vloeroppervlakte.
38. Vloere en vloerbedekkings om toiletbakke en in die omgewing van urinale moet van 'n ondeurdringbare materiaal wees.
39. Toiletpapier moet in elke toilet voorsien wees.

EETKAMERS/RESTAURANTE

40. Geskrewe, getikte of gedrukte spyskaarte en dranklyste wat die heersende prys per maaltyd of van die individuele disse in die geval van 'n à la carte-spyskaart en individuele drankies toon, moet met elke ete in elke eetkamer en restaurant beskikbaar wees. In die geval van voorsny-ete/buffetete en selfdiensaانبieding, moet slegs die heersende prys van die maaltyd (en nie die spyskaart) prominent vertoon word in geskrewe-, getikte- of gedrukte vorm.
41. Afsonderlike swaai-deure met skopplate of ander aanvaarbare reëlings vir verkeer van die eetplek na die kombuisarea en *vice versa*.

VOEDSELVOORBEREIDING, VOEDSELHANTERINGSAREAS EN OPWASPLEKKE

42. Vloere moet van ondeurdringbare materiaal wees.
43. Alle mure moet geteël wees tot 'n hoogte van minstens 1 350 mm vanaf die vloer en die mure bokant hierdie afwerking moet geveer wees met 'n ligte kleur wasbare verf. In geval van spense en soortgelyke voedselopbergplekke, moet die mure geveer wees met 'n ligte kleur wasbare verf of bekleed en geteël wees soos in voedselvoorbereidingsareas.
44. Voorsiening vir doeltreffende ventilasie en verwydering van warm lug en reuke.
45. (a) Alle rakke en staanders moet van ondeurdringbare materiaal (verkieëlik vlek-vrye staal) wees.
(b) Die blad van elke tafel moet van een stuk vlek-vrye staal, marmer of graniet of ander ondeurdringbare materiaal wees.
46. Vir personeel afsonderlike geriewe in of naby die kombuis, met lopende warm en koue water, seep en naelborsel en afdroogfasiliteite vir hande.
47. 'n Skottelgoedwasmasjien of 'n afsonderlike dubbele bak (of 2 afsonderlike opwasbakke) met lopende warm en koue water vir die was van skottelgoed, breekware en eetgerei.
48. 'n Opwasmasjien vir potte of 'n afsonderlike opwasbak met lopende warm en koue water vir die was van potte en panne.
49. 'n Afsonderlike wasbak vir die voorafbereiding van voedsel.
50. Alle voedsel moet onder skoon en higiëniese toestande geberg en gehanteer word en elke houer moet skoon en vry wees van alle giftige stowwe of bestanddele of stowwe wat sulke voedsel mag besoedel of besmet.
51. Koelopberggruimte met 'n temperatuur van hoogstens 7 °C moet te alle tye beskikbaar wees.

WASSERY

52. Indien wasgoed op die perseel gedoen word, moet 'n volledige wassery met was- en strykgeriewe in stand gehou word.

ONTVANGSTOONBANK

53. (a) Die heersende tarief vir huisvesting ten opsigte van alle slaapkamers moet prominent op 'n kennisgewing by die ontvangstoonbank te alle tye vertoon of skriftelik aan die gas by aankoms bekendgemaak word.
(b) Seëls en posgeriewe moet voorsien word.
(c) Fasiliteite vir die veilige bewaring van gaste en kosbaarhede moet beskikbaar gestel word en die reëlings daarvan moet deur die bestuur bekend gestel word.
(d) Die naam, adres en telefoonnommer van 'n mediese praktisyn of die Distriksgeneesheer wat in die omgewing praktiseer of die plaaslike hospitaal, moet gereedlik beskikbaar wees by die ontvangstoonbank, en die hotel moet in staat wees om hom op versoek van 'n gas te kontak.

KROEË (Slegs van toepassing op inrigtings met dranklisensies)

54. 'n Opwasbak (verkieëlik vlek-vrye staal) met 'n geteëde of vlek-vrye staal spatbord met lopende warm en koue water vir die was van glase, skoon afdrooggeriewe of 'n glaswasmasjien, moet in of naby elke kroeg/kroeë geleë wees.

KLEREDRAG

55. Alle personeellede moet gepas, skoon en netjies gekleed wees.

PERSONEELHUISVESTING EN -GERIEWE

56. Voldoende en behoorlike huisvesting, gepas gemeubileerd en toegerus, met behoorlike en voldoende toilet-, bad- en wasgeriewe (met lopende warm en koue water) moet verskaf word vir alle werknemers woonagtig op die perseel.

ALGEMEEN

57. Die hele perseel moet te alle tye skoon, higiënies en in 'n goeie toestand gehou word.
58. Alle meubels, toebehore en toerusting, kombuisgereedskap, eetgerei, breekware, glasware, tafalgerei, beddegoed, linne, gordyne, tapyte, matte en ander vloerbedekkings moet te alle tye skoon, higiënies en in 'n goeie toestand wees.
59. Elke vertrek moet behoorlik geventileer wees.
60. Elke spyskaart, wynlys, tariefkaart, kennisgewing, uithangbord en inligtingspamflet uitgereik deur die inrigting, bedoel vir die gebruik of inligting van gaste of besoekers moet in albei amptelike tale wees. Kennisgewings of uithangborde kan as alternatief internasionaal herkenbare simbole vertoon.
61. Effektiewe stappe moet geneem word om te verseker dat vlieë, kakkerlakke of ander insekte, knaagdiere of ongewenste goggas nie maklik op die perseel skuil of uitbloeï nie.
62. 'n Kennisgewing goedgekeur deur die Raad met die volgende bewoording moet op 'n opvallende plek aan die buitekant van die kamerdeur van elke ongeregistreerde slaapkamer vertoon word:
"Hierdie kamer vorm nie deel van die geregistreerde en gegradeerde perseel nie."

SECOND SCHEDULE
MINIMUM DIFFERENTIAL GRADING REQUIREMENTS FOR HOTELS

	ONE-STAR	TWO-STAR	THREE-STAR	FOUR-STAR	FIVE-STAR
STRUCTURE					
1. (a) Sleeping accommodation for guests	100% bedrooms with bathrooms or 50% bedrooms with bathrooms and 50% bedrooms with showers	100% bedrooms with bathrooms or 60% bedrooms with bathrooms and 40% bedrooms with showers	100% bedrooms with bathrooms or 75% bedrooms with bathrooms and 25% bedrooms with showers	100% bedrooms with bathrooms or 90% bedrooms with bathrooms and 10% bedrooms with showers. Every bathroom must have a shower projecting from the wall or ceiling, with a shower curtain or screen	5% suites, and 95% bedrooms with bathrooms. Every bathroom must have a shower projecting from the wall or ceiling, with a shower curtain or screen.
1. (b) Bedroom floor area, inclusive of vestibule and built-in wardrobes	Double room 15,0 m ² Single room 10,0 m ²	Double room 15,5 m ² Single room 11,0 m ²	Double room 16,5 m ² Single room 12,0 m ²	Double room 18,5 m ² Single room 14,0 m ²	Double room 18,5 m ² . Single room 14,0 m ² .
1. (c) Dining room/Restaurant	One open daily to the public for the serving of breakfast and the choice of either lunch and/or dinner	One open daily to the public for the serving of breakfast, and the choice of either lunch and/or dinner	One open daily to the public for the serving of breakfast, lunch and dinner Choice of dishes at all meals Service available for six hours per day	One open daily to the public for the serving of breakfast, lunch and dinner Choice of dishes at all meals Service available for seven hours per day	One open daily to the public for the serving of breakfast, lunch and dinner. Choice of dishes at all meals. Service available for eight hours per day.
1. (d) Permanent function room	—	—	—	One	One
1. (e) Bars (subject to the provisions of the Liquor Act, 1977)	Bar service	Bar service	At least one open for guests: One hour before and during lunch and dinner and not less than seven hours per day	At least one open for guests: One hour before and during lunch and dinner and not less than seven hours per day	At least one open for guests: One hour before and during lunch and dinner and not less than seven hours per day.
EQUIPMENT AND FURNISHING					
2. (a) Telephones	Available on premises for making and receiving calls	Available on premises for making and receiving calls	In each bedroom for outgoing and incoming calls 24 hours per day	In each bedroom for outgoing and incoming calls 24 hours per day	In each bedroom for outgoing and incoming calls 24 hours per day.
2. (b) Radio and music service	—	Radio service available in bedrooms on request	Three-channel in each bedroom, of which at least two are for different radio services	Four-channel in each bedroom, of which at least three are for different radio services	Four-channel in each bedroom, of which at least three are for different radio services.
2. (c) Colour television	—	—	Available in a public room in addition to any available in bars	In 50% of bedrooms (or in the lounge in the case of suites) and in a public room in addition to any available in bars	In each bedroom (or in the lounge in the case of a suite).

	ONE-STAR	TWO-STAR	THREE-STAR	FOUR-STAR	FIVE-STAR
2. (d) Airconditioning	Heating available on request	Heating available on request	Heating available in each bedroom and enclosed public room	In each bedroom and enclosed restaurant/dining-room and heating in remaining enclosed public rooms	In each bedroom and enclosed public room.
2. (e) Lifts	One if building comprises more than three floors	One if building comprises more than three floors	One for service and personnel and at least one for guests if the building comprises more than two floors	One for service and personnel and at least one for guests if the building comprises more than two floors	One for service and personnel and at least one for guests if the building comprises more than two floors.
2. (f) Carpeting/Floor covering	—	—	Wall-to-wall carpeting in all bedrooms	Wall-to-wall carpeting in all bedrooms and enclosed bedroom passages	Wall-to-wall carpeting in all bedrooms and enclosed bedroom passages.
2. (g) Towels (refer also to First Schedule)	Available	Available	In addition to the bath towel, one hand towel per guest to be provided; minimum size 50 cm x 90 cm	In addition to the bath towel, one hand towel per guest to be provided; minimum size 50 cm x 90 cm	In addition to the bath towel, one hand towel per guest to be provided; minimum size 50 cm x 90 cm.
2. (h) Dressing table/writing desk/wardrobe	A dressing table or writing desk with a mirror. Room to hang clothes with coat hangers (not of wire, with crossbars) three in single and six in double rooms. Shelves or drawers for the storage of clothing and personal effects	A dressing table or writing desk with a mirror. Room to hang clothes with coat hangers (not of wire, with crossbars) three in single and six in double rooms. Shelves or drawers for the storage of clothing and personal effects	A dressing table or writing desk with a mirror and a direct light. A chair or bench. A wardrobe with doors and coat hangers (not of wire, with crossbars) five in single and 10 in double rooms. Shelves or drawers for the storage of clothing and personal effects	A dressing table or writing desk with a mirror and a direct light. A chair or bench. A wardrobe with doors and coat hangers (Not of wire, with crossbars) five in single and 10 in double rooms. Shelves or drawers for the storage of clothing and personal effects	A dressing table or writing desk with a mirror and a direct light. A chair or bench. A wardrobe with doors and coat hangers (not of wire, with crossbars) five in single and 10 in double rooms. Shelves or drawers for the storage of clothing and personal effects.
SERVICES					
3. (a) Reception office service	Member of the staff who can be summoned to the reception office by means of a bell or other communication device, for the checking in and out of guests 14 hours per day; thereafter a member of the staff who can be summoned for checking in guests	Desk service 14 hours per day by a person capable of performing reception office duties; thereafter when unattended, a member of the staff who can be summoned by a bell or other communication device for checking in of guests	Desk service 15 hours per day by a person capable of performing reception office duties; thereafter when unattended, a member of the reception staff who can be summoned by means of a bell or other communication device for checking in and out of guests	Full reception service 24 hours per day	Full reception service 24 hours per day.
3. (b) Message service	Available	Available	Messages for guests received, recorded in writing and delivered	Messages for guests received, recorded in writing and delivered	Messages for guests received recorded in writing and delivered.
3. (c) Guest call and paging service	Available	Available	Guest call service available 24 hours per day; paging from 07h00 to 22h00	Guest call service available 24 hours per day; paging from 07h00 to 22h00	Guest call service available 24 hours per day; paging from 07h00 to 23h00.

	ONE-STAR	TWO-STAR	THREE-STAR	FOUR-STAR	FIVE-STAR
3. (d) Room service	Early morning beverage service or hot beverage making facilities in bedrooms	Early morning beverage service or hot beverage making facilities in bedrooms	Service of light refreshments and alcoholic beverages from 07h00 to 22h00. Early morning beverage service or hot beverage making facilities in bedrooms	Service of full meals from 07h00 to 22h00. Service of alcoholic beverages, light refreshments and light meals in bedrooms 24 hours per day	Service of full meals from 07h00 to 23h00. Service of alcoholic beverages, light refreshments and light meals in bedrooms 24 hours per day
3. (e) Shoe cleaning service	Arrangements made by hotel for guests	Arrangements made by hotel for guests	Self-cleaning facilities available or service on request	Self-cleaning facilities available and service on request	Self-cleaning facilities available and service on request
3. (f) Secretarial services	—	—	Arrangements made by hotel for typing	Arrangements made by hotel for photocopying, typing and 24 hours telex service	Arrangements made by hotel for photocopying, typing and 24 hours telex service
3. (g) Valet service	—	Available by arrangement	Service available on the premises from 08h00 to 17h00	Service available on the premises from 07h00 to 20h00	Service available on the premises from 07h00 to 21h00
3. (h) Laundry and dry cleaning service	Laundry service by arrangement, excluding weekends and public holidays	Laundry service by arrangement, excluding weekends and public holidays	Laundry service, excluding weekends and public holidays	24 hours laundry service, as specified by the hotel, excluding weekends and public holidays	Same-day laundry service, as specified by the hotel, excluding weekends and public holidays
FACILITIES AND MISCELLANEOUS					
4. (a) Parking	—	—	Arrangements made by hotel	Provided or arrangements made by hotel	Provided or arrangements made by hotel
4. (b) Stationery	—	Available on premises	Provided in bedrooms, to include envelopes and letterheads	Provided in bedrooms, to include envelopes, letterheads and telex forms	Provided in bedrooms, to include envelopes, letterheads and telex forms
4. (c) Iced water or ice	—	—	Available on the premises	Ice or iced water available in bedrooms on request	Ice or iced water available in bedrooms
4. (d) Facial tissues	—	—	Provided in bedrooms or bath-rooms	Provided in bedrooms or bath-rooms	Provided in bedrooms or bath-rooms
4. (e) Emergency provisions	—	—	Three of the following items available 24 hours per day: toothbrush, razor, shavingcream, comb, emergency sewing kit and sanitary towels	The following items available 24 hours per day: toothbrush, toothpaste, razor, shavingcream, comb, emergency sewing kit and sanitary towels	The following items available 24 hours per day: toothbrush, toothpaste, razor, shavingcream, comb, emergency sewing kit, medical plasters and sanitary towels

TWEEDE BYLAE
MINIMUM DIFFERENSIËLE GRADERINGSVEREISTES VIR HOTELLE

	EEN-STER	TWEE-STER	DRIE-STER	VIER-STER	VYF-STER
STRUKTUREEL					
1. (a) Slaapkommodasie vir gaste	100% slaapkamers met badkamers of 50% slaapkamers met badkamers en 50% slaapkamers met storte	100% slaapkamers met badkamers of 60% slaapkamers met badkamers en 40% slaapkamers met storte	100% slaapkamers met badkamers of 75% slaapkamers met badkamers en 25% slaapkamers met storte	100% slaapkamers met badkamers of 90% slaapkamers met badkamers en 10% slaapkamers met storte. Elke badkamer moet voorsien wees van 'n stort vanuit die muur of plafon, met 'n stortgordyn of skerm	5% suites en 95% slaapkamers met badkamers. Elke badkamer moet voorsien wees van 'n stort vanuit die muur of plafon, met 'n stortgordyn of skerm.
1. (b) Slaapkamervloeroppervlakte, insluitend portale en ingeboude klerekas	Dubbelkamer 15,0 m ² Enkelkamer 10,0 m ²	Dubbelkamer 15,5 m ² Enkelkamer 11,0 m ²	Dubbelkamer 16,5 m ² Enkelkamer 12,0 m ²	Dubbelkamer 18,5 m ² Enkelkamer 14,0 m ²	Dubbelkamer 18,5 m ² . Enkelkamer 14,0 m ² .
1. (c) Eetkamer/Restaurant	Een daaglik oop vir die publiek vir bediening van ontbyt met 'n keuse van middagete en/of aandete	Een daaglik oop vir die publiek vir bediening van ontbyt met 'n keuse van middagete en/of aandete	Een daaglik oop vir die publiek vir bediening van ontbyt, middagete en aandete Keuse van disse by alle maaltye Ses uur diens beskikbaar per dag	Een daaglik oop vir die publiek vir bediening van ontbyt, middagete en aandete Keuse van disse by alle maaltye Sewe uur diens beskikbaar per dag	Een daaglik oop vir die publiek vir bediening van ontbyt, middagete en aandete. Keuse van disse by alle maaltye. Agt uur diens beskikbaar per dag.
1. (d) Permanente funksiekamer	—	—	—	Een	Een
1. (e) Kroeë (Onderworpe aan die bepalinge van die Drankwet, 1977)	Kroegdiens	Kroegdiens	Minstens een oop vir gaste: Een uur voor en gedurende middag- en aandete en minstens sewe uur per dag	Minstens een oop vir gaste: Een uur voor en gedurende middag- en aandete en minstens sewe uur per dag	Minstens een oop vir gaste: Een uur voor en gedurende middag- en aandete en minstens sewe uur per dag.
TOERUSTING EN MEUBELMENT					
2. (a) Telefone	Beskikbaar op perseel vir die maak en ontvang van oproepe	Beskikbaar op perseel vir die maak en ontvang van oproepe	In elke slaapkamer vir uitgaande en inkomende oproepe 24 uur per dag	In elke slaapkamer vir uitgaande en inkomende oproepe 24 uur per dag	In elke slaapkamer vir uitgaande en inkomende oproepe 24 uur per dag.
2. (b) Radio- en musiekdiens	—	Radiodiens beskikbaar in slaapkamers op versoek	Driekanaal in elke slaapkamer, waarvan ten minste twee vir verskillende radiodienste is	Vierkanaal in elke slaapkamer, waarvan ten minste drie vir verskillende radiodienste is	Vierkanaal in elke slaapkamer, waarvan ten minste drie vir verskillende radiodienste is.
2. (c) Kleurtelevisie	—	—	Beskikbaar in 'n openbare vertrek benewens enige beskikbaar in kroeë	In 50% van die slaapkamers (of in die sitkamer in die geval van suites) en in 'n openbare vertrek benewens enige beskikbaar in kroeë	In elke slaapkamer (of in die sitkamer in die geval van 'n suite).

	EEN-STER	TWEE-STER	DRIE-STER	VIER-STER	VYF-STER
2. (d) Lugreëling	Verwarming beskikbaar op versoek	Verwarming beskikbaar op versoek	Verwarming beskikbaar in elke slaapkamer en toegeboorde openbare vertrek	In elke slaapkamer en toegeboorde restaurant/eetkamer en verwarming in oorblywende toegeboorde openbare vertrekke	In elke slaapkamer en toegeboorde openbare vertrek.
2. (e) Hysbakke	Een indien gebou meer as drie verdiepings beslaan	Een indien gebou meer as drie verdiepings beslaan	Een vir diens en personeel en minstens een vir gaste indien die gebou uit meer as twee vloere bestaan	Een vir diens en personeel en minstens een vir gaste indien die gebou uit meer as twee vloere bestaan	Een vir diens en personeel en minstens een vir gaste indien die gebou uit meer as twee vloere bestaan.
2. (f) Matte/Vloerbedekking	—	—	Volvloermatte in alle slaapkamers	Volvloermatte in alle slaapkamers en toegeboorde slaapkamer-gange	Volvloermatte in alle slaapkamers en toegeboorde slaapkamer-gange.
2. (g) Handdoeke (verwys ook na Eerste Bylae)	Beskikbaar	Beskikbaar	Behalwe die badhanddoek, een gesighanddoek per gas voorsien te word; minimum grootte 50 cm × 90 cm	Behalwe die badhanddoek, een gesighanddoek per gas voorsien te word; minimum grootte 50 cm × 90 cm	Behalwe die badhanddoek, een gesighanddoek per gas voorsien te word; minimum grootte 50 cm × 90 cm.
2. (h) Spieëltafel/skryftafel/klerekas	'n Spieëltafel of skryftafel met 'n spieël Plek om klere te hang met klerehangers (nie van draad, met dwarslatte) 3 in enkel- en 6 in dubbelkamers. Rakke of laaie vir klere en persoonlike besittings	'n Spieëltafel of skryftafel met 'n spieël Plek om klere te hang met klerehangers (nie van draad, met dwarslatte) 3 in enkel- en 6 in dubbelkamers. Rakke of laaie vir klere en persoonlike besittings	'n Spieëltafel of skryftafel met 'n spieël en 'n direkte lig. 'n Stoel of bankie 'n Klerekas met deure en klerehangers (nie van draad, met dwarslatte) 5 in enkel- en 10 in dubbelkamers. Rakke of laaie vir klere en persoonlike besittings	'n Spieëltafel of skryftafel met 'n spieël en 'n direkte lig. 'n Stoel of bankie 'n Klerekas met deure en klerehangers (nie van draad, met dwarslatte) 5 in enkel- en 10 in dubbelkamers. Rakke of laaie vir klere en persoonlike besittings	'n Spieëltafel of skryftafel met 'n spieël en 'n direkte lig. 'n Stoel of bankie. 'n Klerekas met deure en klerehangers (nie van draad, met dwarslatte) 5 in enkel- en 10 in dubbelkamers. Rakke of laaie vir klere en persoonlike besittings.
DIENSTE 3. (a) Ontvangskantoordiens	Lid van personeel wat ontbied kan word na die ontvangskantoor deur middel van 'n klokke of ander kommunikasietoestel vir die in- en uitteken van gaste 14 uur per dag; daarna 'n lid van die personeel wat ontbied kan word vir die inteken van gaste	Toonbankdiens 14 uur per dag deur 'n persoon wat bekwaam is om ontvangsdienspligte te verrig, daarna wanneer onbeman, 'n lid van personeel wat ontbied kan word deur middel van 'n klokke of ander kommunikasietoestel vir die inteken van gaste	Toonbankdiens van 15 ure per dag deur 'n persoon wat bekwaam is om ontvangsdienspligte te verrig; daarna wanneer onbeman 'n lid van die ontvangspersoneel wat ontbied kan word deur middel van 'n klokke of ander kommunikasietoestel vir die in- en uitteken van gaste	Volle ontvangsdiens 24 uur per dag	Volle ontvangsdiens 24 uur per dag.
3. (b) Boodskapdiens	Beskikbaar	Beskikbaar	Boodskappe vir gaste ontvang, skriftelik aangeteken en afgelew	Boodskappe vir gaste ontvang, skriftelik aangeteken en afgelew	Boodskappe vir gaste ontvang, skriftelik aangeteken en afgelew.

	EEN-STER	TWEE-STER	DRIE-STER	VIER-STER	VYF-STER
3. (c) Wek- en roepdiens vir gaste	Beskikbaar	Beskikbaar	Gastewekdiens beskikbaar 24 uur per dag; roepdiens van 07h00 tot 22h00	Gastewekdiens beskikbaar 24 uur per dag; roepdiens van 07h00 tot 22h00	Gastewekdiens beskikbaar 24 uur per dag; roepdiens van 07h00 tot 23h00.
3. (d) Kamerdiens	Vroeë oggend verversingsdiens of geriewe vir die maak van warm verversings in slaapkamers	Vroeë oggend verversingsdiens of geriewe vir die maak van warm verversings in slaapkamers	Bediening van ligte verversings en alkoholiese drank van 07h00 tot 22h00. Vroeë oggend verversingsdiens of geriewe vir die maak van warm verversings in slaapkamers	Diens beskikbaar vir volle etes van 07h00 tot 22h00. Bediening van alkoholiese drankies, ligte verversings en ligte maaltye in slaapkamers 24 uur per dag	Diens beskikbaar vir volle etes van 07h00 tot 23h00. Bediening van alkoholiese drankies, ligte verversings en ligte maaltye in slaapkamers 24 uur per dag.
3. (e) Skooneskoonmaakdiens	Reëlings deur hotel getref vir gaste	Reëlings deur hotel getref vir gaste	Selfhelpfasiliteite beskikbaar op versoek	Selfhelpfasiliteite beskikbaar en diens op versoek	Selfhelpfasiliteite beskikbaar en diens op versoek.
3. (f) Sekretariële dienste	—	—	Reëlings deur hotel getref vir tikdiens	Reëlings deur die hotel getref vir fotokopiering, tikdiens en 24 uur teleksdiens	Reëlings deur hotel getref vir fotokopiering, tikdiens en 24 uur teleksdiens.
3. (g) Lyfbediendediens	—	Beskikbaar volgens reëling	Diens beskikbaar op perseel van 08h00 tot 17h00	Diens beskikbaar op perseel van 07h00 tot 20h00	Diens beskikbaar op perseel van 07h00 tot 21h00.
3. (h) Was- en strykwerk en droogskoonmaakdiens	Was- en strykdiens volgens reëling, uitgesonderd naweke en openbare vakansiedae	Was- en strykdiens volgens reëling, uitgesonderd naweke en openbare vakansiedae	Was- en strykdiens, uitgesonderd naweke en openbare vakansiedae	24 uur was- en strykdiens, soos voorgeskryf deur die hotel, uitgesonderd naweke en openbare vakansiedae	Selfde-dag was- en strykdiens, soos voorgeskryf deur die hotel, uitgesonderd naweke en openbare vakansiedae.
FASILITEITE EN DIVERSE					
4. (a) Parkerings	—	—	Reëlings getref deur hotel	Voorsien of reëlings getref deur hotel	Voorsien of reëlings getref deur hotel.
4. (b) Skryfbehoeftes	—	Beskikbaar op perseel	Voorsien in slaapkamers met inbegrip van koevert en briefhoofde	Voorsien in slaapkamers met inbegrip van koevert, briefhoofde en teleksvorme	Voorsien in slaapkamers met inbegrip van koevert, briefhoofde en teleksvorme.
4. (c) Yswater of ys	—	—	Beskikbaar op perseel.	Ys of yswater beskikbaar in slaapkamers op versoek	Ys of yswater beskikbaar in slaapkamers.
4. (d) Gesigsneespapier	—	—	Voorsien in slaapkamers of badkamers	Voorsien in slaapkamers of badkamers	Voorsien in slaapkamers of badkamers.
4. (e) Noodvoorraad	—	—	Drie van die volgende items beskikbaar 24 uur per dag: tandeborsel, tandepasta, skeermes, skeerroom, kam, naaldwerknooduitrusting en sanitêre doekies	Die volgende items beskikbaar 24 uur per dag: tandeborsel, tandepasta, skeermes, skeerroom, kam, naaldwerknooduitrusting en sanitêre doekies	Die volgende items beskikbaar 24 uur per dag: tandeborsel, tandepasta, skeermes, skeerroom, kam, naaldwerknooduitrusting, mediese pleisters en sanitêre doekies.

THIRD SCHEDULE GRADING FACTORS AND POINTS

Summary	Maximum points
GRADING FACTOR 1—Structural features (25 per cent): Confined to the building(s) as such, adequacy of bathroom/toilet facilities (generally), bedrooms and suites (including air-conditioning), kitchen(s), dining-room(s), lounge(s), public toilets, bar(s), parking and additional amenities	250
GRADING FACTOR 2—Furniture, fittings and décor (25 per cent): Adequacy, quality, comfort and convenience throughout hotel, including soft furnishings and linen	250
GRADING FACTOR 3—Service (25 per cent): Availability, efficiency and courtesy of reception services and those related to bedrooms, dining-room(s), lounge(s), etc.: bilingualism, house-keeping efficiency, etc.	250
GRADING FACTOR 4—Food (25 per cent): Preparation, presentation and variety of food and wines; also meal hours, quality and effectiveness of cutlery, crockery, glassware, table appointments, menus, etc.	250
	1 000

GRADING FACTOR 1: Structural Features (Maximum = 250 out of 1 000)

	A Bedrooms with bathrooms	B Bedrooms with showers	C Ordinary bedrooms
	Points	Points	Points
1.1 Bathroom/toilet facilities (115):			
(a) Percentage of units to total number of bedrooms/suites (suite = 1 bedroom):			
0-10 per cent	0-11	0-8	0-4
11-20 per cent	12-21	9-17	5-8
21-30 per cent	22-32	18-25	9-12
31-40 per cent	33-42	26-34	13-16
41-50 per cent	43-53	35-42	17-21
51-60 per cent	54-63	43-51	22-25
61-70 per cent	64-74	52-59	26-29
71-80 per cent	75-84	60-68	30-33
81-90 per cent	85-95	69-76	34-37
91-100 per cent	96-105	77-85	38-42
Score per calculation: Maximum points	105	85	42

(Only in the case of hotels registered or previously registered with the South African Tourism Board in terms of the Hotels Act, 1965, prior to the date of promulgation hereof, two bedrooms with bath or shower, but without toilet will be accepted as equivalent to one bedroom with bath or shower and with toilet.)

(b) Shower facilities in bedrooms with bathrooms:

Add a maximum of 10 points for bathrooms providing shower facilities as well [where applicable in addition to the points scored in 1.1. (a)], calculated on the percentage of bathrooms with shower facilities available

	Maximum points
(i) separate shower cubicles with curtains	10
(ii) showers projecting from wall or ceiling with shower curtain	7
(iii) hand held showers	3

1.2 Bedrooms (44):

(a) Average size—Floor area including vestibule and built-in wardrobes, excluding bathrooms.

Single rooms	Double rooms	Maximum points
8,3-9,0 m ²	11,0-12,9 m ²	6
9,1-9,9 m ²	13,0-14,7 m ²	9
10,0-11,9 m ²	14,8-16,5 m ²	11
12,0-13,9 m ²	16,6-18,4 m ²	13
14,0 m ² or larger	18,5 m ² or larger	14

(b) Structural effectiveness of bedrooms and bathrooms (scored separately and averaged)—average score with regard to lay-out, wall and ceiling finishes, flooring, ventilation, fixed and light fittings and efficiency of hot water system

0 6 8 10 11 14 15

% 0-30 points	% 31-39 points	% 40-59 points	% 60-79 points	% 80-100 points
0	4	8	11	15

(c) Availability of air-conditioning, heaters and or fans in bedrooms

(portable heaters and/or fans only—maximum 9 points)

1.3 Structural adequacy of other facilities (71):

Degree of adequacy, with due regard to number of beds and service demands:

(a) Kitchen(s).....	0	4	5	6	7	9	10
(b) Dining-room(s).....	0	6	8	9	11	13	14
(c) Public toilets.....	0	5	7	8	9	11	12
(d) Foyer, lounge(s), function room(s), lift(s) and bar(s): (scored separately and averaged). Average score based on 2 or more facilities provided.....	0	14	19	23	26	32	35

1.4 Parking and additional amenities (20):

(a) Parking: Adequacy of garages in relation to number of bedrooms, availability of satisfactory parking space, presence of day and night supervision.....	0	4	5	6	7	9	10
(b) Additional amenities: 2 points per item. Maximum 10 points							

Total (Grading factor 1): 250

GRADING FACTOR 2: Furniture, fittings and décor (Maximum—250 points out of 1 000)**2.1 Bedrooms (140):**

(a) Basic furniture and fittings: Average score with regard to adequacy, quality, comfort and convenience of beds and mattresses, bedside cabinets or tables, dressing tables, wardrobe and drawer space, chairs, tables, wall decoration, wastepaper receptacles, coathangers, ash-trays, light fittings, clothes hooks, towelrails, toilet cabinets or shelves, etc.....	0	33	46	56	65	77	85
(b) Soft furnishings and linen in bedrooms and bathrooms: Average score with regard to adequacy and quality of carpets, curtains, pillows and cushions, bedlinen, blankets, bedspreads, bathtowels, hand-towels, bathroom mats, etc.....	0	21	30	37	42	50	55

2.2 Dining-room(s) (65):

Basic furniture, fittings and soft furnishings: Average score with regard to adequacy, quality, comfort.....	0	26	36	43	50	59	65
--	---	----	----	----	----	----	----

2.3 Bar(s), lounge(s) (including verandas) and Function room(s) (45):

Basic furniture, fittings and soft furnishings: Scored separately and averaged in accordance with number of categories scored. Average score with regard to adequacy, quality, comfort.....	0	18	25	30	34	41	45
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Total (Grading factor 2): 250

GRADING FACTOR 3: Service (maximum—250 points out of 1 000)**3.1 Reception desk and related services (59):**

(a) Efficiency/attitude of staff.....	0	6	8	10	11	14	15
(b) Related services—general information, handling of mail and messages, paging, telex service and other guest services.....	0	5	7	8	9	11	12
(c) Luggage service—availability and efficiency of staff, hours of service and storage facilities.....	0	5	7	8	9	11	12
(d) Safe custody facilities.....	0	4	5	6	7	9	10
(e) Indication of tariffs (including those in bedrooms), clarity.....	0	4	5	6	7	8	9

3.2 Service to bedrooms and insulation between bedrooms (74):

(a) Room service—meals, light refreshments, drinks, etc. in bedrooms. Availability of reliable communication—bell-push and/or telephone—efficiency and courtesy of service.....	0	4	5	6	7	9	10
(b) Telephones—efficiency of service for incoming and outgoing calls.....	0	4	5	6	7	8	9
(c) Early morning beverages, call and paging service, night service, changing of linen and towels and provision of iced water.....	0	6	8	10	11	14	15
(d) Valet service, cleaning of shoes, laundry and drycleaning service.....	0	6	8	10	11	14	15
(e) Guest provisions in bedrooms—including service information, fresh fruit/flowers, stationery, toiletries, etc. and appliances e.g. hairdryers, trouser presses, etc.....	0	6	8	10	11	14	15
(f) Absence of street noise and provision of effective sound insulation between bedrooms and remainder of the building(s).....	0	4	5	6	7	9	10

3.3 Service in other rooms (52):

(a) Dining-room(s): Efficiency and courtesy of staff, including service from the bar.....	0	12	17	20	22	28	30
(b) Lounge(s): Efficiency and courtesy of staff re beverages, snacks, ice, ash-trays, etc., including service from kitchen and bar.....	0	5	7	8	9	11	12
(c) Bar(s): Efficiency, and courtesy of staff.....	0	4	5	6	7	9	10

3.4 Other factors (35):

(a) Uniforms of staff: Average score with regard to uniforms and neatness of waiters, wine stewards, reception staff, porters, pages, bedroom attendants and all other staff employed.....	0	6	8	10	11	14	15
(b) Official and foreign languages: Degree of bilingualism (official languages) of all staff in direct contact with guests, also of menus, printed matter and signs and extent of foreign languages spoken.....	0	4	5	6	7	9	10
(c) Indication of emergency exits and fire procedures.....	0	4	5	6	7	9	10

3.5 Efficiency of housekeeping services in guest contact areas (30): Average score with regard to bedrooms/bathrooms, dining-room(s), lounge(s), function room(s), public toilet(s), passages(s), reception/foyer, bar(s).....

	0	12	17	20	23	27	30
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Total (Grading Factor 3): 250

GRADING FACTOR 4: Food (maximum—250 points out of 1 000)

4.1 Preparation, presentation and variety (180): Preparation (compliance with reasonable requests e.g. soft boiled against medium boiled eggs, "rare" steak against a "medium" steak, etc.)—

(a) Breakfast	0	10	14	16	19	23	25
* (b) Lunch	0	10	14	16	19	23	25
* (c) Dinner	0	10	14	16	19	23	25

Presentation:

(a) Breakfast	0	8	10	12	14	16	18
* (b) Lunch	0	8	10	12	14	16	18
(c) Dinner	0	8	10	12	14	16	18

Variety (per menu) and composition (balance):

(a) Breakfast	0	7	9	11	13	15	17
* (b) Lunch	0	7	9	11	13	15	17
* (c) Dinner	0	7	9	11	13	15	17

*In the case of a hotel where only two meals are served in accordance with 1 (c) of the Second Schedule, such hotel shall be compensated for the non-available third meal on the formula of:

$$\frac{\text{Actual score in 4.1} \times 3}{2}$$

2

4.2 Meal hours of breakfast, lunch and dinner (15): In accordance with normal demand for the hotel concerned and adequacy in relation to the number of bedrooms

0	6	8	10	11	14	15
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4.3 Variety of wines (10): Availability of wines

0	4	6	7	8	9	10
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4.4 Equipment (45):

(a) Cutlery, flatware/hollowware and table appointments: Average score with regard to quality and effectiveness

0	8	11	13	15	18	20
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(b) Crockery, glassware and table linen: Average score with reference to quality and efficiency

0	6	9	10	12	14	16
---	---	---	----	----	----	----

(c) Menus, wine lists, etc.

0	3	5	6	7	8	9
---	---	---	---	---	---	---

Total (Grading Factor 4): 250

FORM HR 1

HOTELS ACT, 1965

APPLICATION FOR REGISTRATION AS A HOTEL: SECTION 14 AND REGULATION 5

(First Schedule Part 1 including particulars required for purposes of grading)

(To be submitted in duplicate)

The Executive Director
South African Tourism Board
Private Bag X164
PRETORIA
0001

PARTICULARS REQUIRED FOR REGISTRATION PURPOSES

I hereby apply for the registration of the accommodation establishment as a hotel.

1. (a) Name under which accommodation establishment is conducted

(b) Year(s) during which the building was erected

2. Address where accommodation establishment is situated

3. Postal address

4. Magisterial district

5. State:

(a) Name of person who conducts the hotel business

(b) Permanent address in the Republic of the person mentioned in (a)

(c) If the person who conducts the hotel business is a company, closed corporation, partnership or other association of persons, state names and addresses of directors, partners or persons (excluding minority shareholders in public companies) who have a financial interest in the business

(d) Name of owner of land

(e) Permanent address of owner of the land

(f) Name of proposed hotelier

6. Has application previously been made for registration of the accommodation establishment concerned?

7. Enumerate hereunder the documents, if any, which are attached to the application.

*Document**Annexure*

8. Class of liquor licence being sought in respect of the accommodation establishment

9. I hereby declare that to the best of my belief all furniture, fittings, equipment, kitchen utensils, cutlery, crockery, glassware, table appointments, bedding, linen, curtains, carpets, rugs and other floor coverings, the inside and outside of the building(s) on the premises and the premises itself are clean, hygienic and in good repair.

I certify that to the best of my knowledge and belief, the information furnished in this application and the documents in support thereof are true and correct.

The fee prescribed in regulation 21 is enclosed.

Place

Date

*Signature of person who conducts the hotel business***PARTICULARS REQUIRED FOR GRADING PURPOSES**

No hotel shall be considered for grading if it has failed to qualify for registration in terms of the registration requirements.

The following information to be submitted in detail:

Complete this column		For office use only
GENERAL DESCRIPTION OF PREMISES		
10. State:		
(a) Number of floors		
(b) Nature of rooms on each floor		
.....		
.....		
(c) Floor area in square meters of bedrooms—(Without bathrooms) including built-in wardrobes and vestibules (rooms with equal areas may be grouped under column A):		
	Column A <i>Number of bedrooms</i>	Column B <i>Floor area per room</i>
(i) Double rooms		
.....		
(ii) Single rooms		
.....		
(iii) Family rooms		

Complete this column

For office use only

SLEEPING ACCOMMODATION FOR GUESTS

11. State number of—

- (a) (i) suites.....
- (ii) beds.....
- (b) (i) bedrooms with bathrooms.....
- (ii) beds.....
- (c) (i) bedrooms with bathrooms without toilets.....
- (ii) beds.....
- (d) (i) bedrooms with showers.....
- (ii) beds.....
- (e) (i) bedrooms with showers without toilets.....
- (ii) beds.....
- (f) (i) ordinary bedrooms.....
- (ii) beds.....
- (g) guests who can normally be accommodated in the bedrooms enumerated in (a) to (f) above.....
- (h) Total number of bedrooms enumerated in (a) to (f) above.....

12. (a) In every bedroom is there—

- (i) a telephone for out-going calls available 24 hours per day.....
- (ii) a telephone for incoming calls available 24 hours per day.....

(b) Is there a public telephone available on the premises for making and receiving calls.....

(c) other communication facility (specify).....

13. (a) State whether there is a minimum of three radio channels and any other radio service [specify in (iii)] provided in—

- (i) each bedroom.....
- (ii) some bedrooms only (state number).....
- (iii) other.....

(b) State whether there is a colour television service available in—

- (i) each bedroom.....
- (ii) some bedrooms only (state number).....

14. (a) Is there a dual voltage shaver plug located in the bathroom?

(b) Is there a dual voltage shaver plug located near a mirror in every bedroom if shaver plug is not located in the bathroom?

(if in some bedrooms only, state number of bedrooms and furnish details)

15. Describe the floor covering in—

- (a) bedrooms of suites.....
- (b) lounge of suites.....
- (c) bedrooms with bathrooms.....
- (d) bedrooms with showers.....
- (e) ordinary bedrooms.....
- (f) Describe the nature of the floor in the bathrooms.....

BATHROOMS AND SANITATION

16. State—

- (a) number of beds in ordinary bedrooms.....
- (b) number of communal bathrooms for guests—
- (i) for men.....
- (ii) for women.....
- (c) number of communal showers for guests—
- (i) for men.....
- (ii) for women.....
- (d) number of communal toilets for guests—
- (i) for men.....
- (ii) for women.....

Complete this column	For office use only												
DINING-ROOM(S)/RESTAURANT(S) AND KITCHEN													
17. State— (a) number of permanent dining-rooms/restaurants (b) which meals are served in the dining-room(s): (i) Breakfast *Yes/No (ii) Lunch *Yes/No (iii) Dinner *Yes/No (*Delete which is not applicable) (c) hours during which meals are served: (i) Breakfast (ii) Lunch (iii) Dinner (d) Number of kitchens 18. Furnish details if restaurant(s) or dining-rooms(s) are closed for specific meals and/or particular days in the case where a hotel has more than one such facility 19. State period, if room service is available for the serving in bedrooms of— (a) full meals (b) light meals (c) light refreshments (d) early morning beverages. Furnish details on nature and style of service provided, eg. beverage making facility in bedroom, room service on request etc. (e) alcoholic beverages (only applicable to liquor licenced establishments)	Indicate whether à la carte meals are being served? Specify which meals and when available.												
PERMANENT FUNCTION ROOMS													
20. State— number of permanent functions rooms													
LOUNGES AND ENCLOSED PASSAGES													
21. State— (a) number of lounges (b) nature of floor covering in the enclosed passages													
BARS													
22. (Only applicable to liquor licenced establishments) State the number of bars													
AIR-CONDITIONING													
23. (a) Is the accommodation establishment air-conditioned— (i) throughout? (ii) in public rooms only? (iii) in bedrooms only? (indicated No. of bedrooms) Furnish details (b) In the absence of air-conditioning are heating and/or fans available— <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Heating</th> <th style="text-align: center;">Fans</th> </tr> </thead> <tbody> <tr> <td>(i) throughout?</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>(ii) in public rooms only?</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>(iii) in bedrooms only? (indicate number of bedrooms)</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> Indicate whether the aforementioned items are "portable" or permanently installed. Furnish details		Heating	Fans	(i) throughout?			(ii) in public rooms only?			(iii) in bedrooms only? (indicate number of bedrooms)			
	Heating	Fans											
(i) throughout?													
(ii) in public rooms only?													
(iii) in bedrooms only? (indicate number of bedrooms)													
LIFTS													
24. State number of lifts for— (a) guests (b) personnel and service													
RECEPTION OFFICE SERVICE													
25. State— (a) extent (i.e. hours per day) and nature of reception office service (b) languages spoken by staff at the reception desk (c) extent (i.e. hours per day) and nature of baggage service (d) nature and details of facilities as provided by the establishment for the safe-keeping of guests' valuables													

	Complete this column	For office use only
MESSAGE SERVICE (RECORDED)		
26. State—	nature of recorded message service	
GUEST CALL AND PAGING SERVICE		
27. State—	(a) hours during which guest calls are available to the bedrooms	
	(b) hours during which guest paging service is available	
SHOE CLEANING		
28. Indicate type of facility and or service available		
SECRETARIAL SERVICE		
29. State whether—	(a) a 24 hour telex service (incoming in addition to outgoing) is provided	
	Furnish details	
	(b) arrangements are made by the hotel for photocopying and typing	
	Furnish particulars	
VALET SERVICE ON PREMISES		
30. State whether—	(a) ironing facilities are available	
	(b) valet service is available and during which hours	
LAUNDRY AND DRY CLEANING		
31. Furnish particulars of laundry and dry cleaning services for guests		
GARAGES/PARKING		
32. State number of—	(a) own lock-up garages on the premises	
	(b) other garages on the premises	
	(c) garages off the premises	
	(d) other parking facilities (Furnish details)	
ICED WATER OR ICE		
33. State whether—	(a) there is ice available	
	(b) ice or ice water is available—	
	(i) on the premises	
	(ii) in the bedrooms, only on request	
	(iii) in the bedrooms	
GENERAL		
34. Enumerate any additional/other facilities, services and amenities for guests at the accommodation establishment and not dealt with above		
STAFF FACILITIES		
35. State whether staff are accommodated on the premises		
PERCENTAGE BEDROOMS AVAILABILITY TO TOURISTS		
36. Percentage of bedrooms available to tourists during the previous 12 months:	%	
Formula:		
number of rooms available to tourists	× 100 =	%
total number of bedrooms available		

FORM HR2

REPUBLIC OF SOUTH AFRICA

HOTELS ACT, 1965

CERTIFICATE OF REGISTRATION, GRADING AND GROUPING: SECTION 19 AND REGULATION 7

It is hereby certified that
 situated at
 is registered as a hotel in terms of section 14 of Act 70 of 1965.

In terms of section 16 of the said Act the hotel has been graded and grouped as follows:

Grade

Group

Date of original registration

Dated at Pretoria this day of 19.....

Executive Director
 South African Tourism Board

Chairman
 South African Tourism Board

FORM HR 3

HOTELS ACT, 1965

REGISTER OF HOTELS AND HOTELIERS: SECTION 13 AND REGULATION 6

Name

Address

P.O. Box

Name of person who conducts the hotel business

Address of person who conducts the hotel business

If person who conducts the hotel business is a company, partnership or other association of persons, the name and address of each director, partner or, in the case of any other association, of every other person who is a member thereof, as the case may be.

Certificate No.	Date of Certificate	Group		Grade
		Tourist occupancy	Liquor	
.....				
.....				
.....				

PARTICULARS OF HOTELIER

Name	Certificate No.	Date of certificate	Identity or passport No.	Date of birth	Date of appointment	Nationality
.....						
.....						
.....						

FORM HR 4

HOTELS ACT, 1965

CHANGE OF NAME OF HOTEL: APPLICATION FOR NEW CERTIFICATE OF REGISTRATION, GRADING AND GROUPING: REGULATION 15

The Executive Director
 South African Tourism Board
 Private Bag X164
 Pretoria
 0001

I hereby apply for approval to change the name of the
 situated at
 to for the following reasons:

.....

Particulars of the certificate of registration at present held are as follows:

Number of certificate
Date issued
Grading of hotel
Grouping of hotel

I hereby further apply for a certificate in the new name of the hotel and undertake to return the old certificate to you within 14 days of receipt of the new certificate.

The fee prescribed in regulation 21 is enclosed.

Place
Date
Hotelier

FORM HR 5

HOTELS ACT, 1965

APPLICATION FOR REGRADING OF HOTEL: SECTION 23 AND REGULATION 10

The Executive Director
South African Tourism Board
Private Bag X164
PRETORIA
0001

I hereby apply for the regrading of (Name of hotel)
situated at to a-star.

In my opinion the hotel complies with the requirements for a-star grading as published in *Government Gazette* No. of
*except to the extent set forth in my accompanying letter in respect of which it is requested that tolerance factors be applied for the reasons set out in the said letter.

Particulars of the certificate at present held are as follows:

Number of certificate
Date issue
Present grading of hotel
Present grouping of hotel

Since the date of the above-mentioned certificate the following major changes have been effected.

In the event of my application being successful, I undertake to return the old certificate to you within 14 days of receipt of a new one.

I am fully aware of the fact that the Southern African Tourism Board may accord the hotel a lower grading than that applied for or held at present.

The fee prescribed in regulation 21 is enclosed.

Place
Date
Hotelier

* Delete if not applicable.

FORM HR 6

HOTELS ACT, 1965

REQUEST FOR RECONSIDERATION OF DECISION OF THE SOUTH AFRICAN TOURISM BOARD: SECTION 22 AND REGULATION 11

The Executive Director
South African Tourism Board
Private Bag X164
PRETORIA
0001

I hereby request reconsideration of the following decision of the South African Tourism Board:

In my opinion the decision should have been as follows:

The reasons for my request are as follows:

The amount of R..... prescribed in regulation 21 (4) is enclosed.

Place
Date
Applicant

If applicant is not the hotelier or the person who conducts the hotel business, give the following particulars:

Full name
Permanent address

To be submitted in triplicate

FORM HR 7

HOTELS ACT, 1965

APPLICATION FOR REGISTRATION AS A HOTELIER: SECTION 23 AND REGULATION 13

The Executive Director
South African Tourism Board
Private Bag X164
PRETORIA
0001

- I.....
who conduct the hotel business of the.....
Hotel situated at.....
hereby apply for the registration of the undermentioned person, of whom full particulars are furnished herewith, as the hotelier of the said hotel:
- (a) Full name.....
(b) Permanent address.....
(c) Identity or passport number.....
(d) Date of birth.....
(e) Nationality.....
(f) Date of assumption of duty as hotelier.....
(g) Previous occupation.....
(h) Qualifications.....
(i) Is the person at present registered as the hotelier of any other hotel? If so state name(s) and address(es).....
(j) Was the person previously registered as the hotelier of any other hotel?
If so, state name(s) and address(es) of the hotel(s), and period(s) of service.....
(k) Is the person an unrehabilitated insolvent?.....
(l) Was the person within a period of five years prior to the date of this application convicted of an offence and sentenced to imprisonment for a period exceeding six months without the option of a fine?.....
(m) Was the person, within a period of six months prior to the date of this application, convicted of any offence under the Act or regulations and sentenced to a fine exceeding R200.....

I hereby certify that the person mentioned in paragraph (a) is authorised to comply with, and responsible for complying with, all prescribed requirements at all times.

The fee prescribed in regulation 21 is enclosed.

Place.....
Date.....

Person who conducts the hotel business

To be completed by the person mentioned in paragraph (a):

I.....
hereby declare that the contents of paragraphs (a) to (m) are true and correct and I undertake, upon registration as a hotelier, to comply with all prescribed requirements at all times.

Place.....
Date.....

Prospective hotelier

FORM HR 8

REPUBLIC OF SOUTH AFRICA

HOTELS ACT, 1965

CERTIFICATE OF REGISTRATION AS A HOTELIER: REGULATION 13

It is hereby certified that.....
*(Identity/Passport number.....) is registered as the hotelier of.....
in terms of section 23 of Act 70 of 1965.

Dated at Pretoria this..... day of..... 19.....

*Executive Director
South African Tourism Board*

* Delete whichever is not applicable.

HOTELS ACT, 1965

APPLICATION FOR NEW *PLAQUE/CERTIFICATE/INSERT(S) IN REPLACEMENT OF DAMAGED, DESTROYED OR LOST
*PLAQUE/CERTIFICATE/INSERT(S): REGULATION 20

The Executive Director
South African Tourism Board
Private Bag X164
PRETORIA
0001

I hereby apply for a replacement of—

- *(a) the South African Tourism Board/plaque/insert.
 *(b) Certificate No. date 19....
 issued by the South African Tourism Board to
 (name of establishment)
 *(c) Certificate No. dated 19....
 issued by the South African Tourism Board to
 (name and identity or passport number of *hotelier/manager)

The reason for this application is that the *plaque/certificate/insert(s) has/have been damaged/destroyed/lost in the following circumstances:

I undertake to return the damaged *plaque/insert(s)/certificate to the South African Tourism Board within 14 days of receipt of a new one.

The fee prescribed in regulation 21 is enclosed.

Place
 Date

Hotelier

* Delete whichever is not applicable.

THE DETERMINATION IN TERMS OF SECTION 15 OF THE HOTELS ACT, 1965

GRADING AND GROUPING OF HOTELS

DETERMINATION

1. By virtue of the powers vested in it by section 15 of the Hotels Act, 1965 (Act 70 of 1965), the South African Tourism Board determines that—
- the requirements set out in Part I of the First Schedule hereto are the minimum registration requirements with which hotels shall comply at all times;
 - in addition to the registration requirements set out in paragraph (1.a) the requirements set out in Part II of the First Schedule hereto are the minimum requirements with which hotels shall comply at all times;
 - the requirements set out in the Second Schedule hereto are the minimum differential grading requirements with which hotels shall comply at all times in accordance with the grade determined by the Board;
 - hotels shall be awarded points on a points system in accordance with the factors set out in the Third Schedule hereto and shall be graded in accordance with the number of points so awarded on the following scale:

Grade	Number of points awarded	Percentage of each factor
One-star	400 to 550	40 to 55
Two-star	551 to 650	55,1 to 65
Three-star	651 to 750	65,1 to 75
Four-star	751 to 900	75,1 to 90
Five-star	901 to 1 000	90,1 to 100

Provided that—

- if the total score is more than the minimum determined for a particular grade in 1 (d), the Board may allow a shortfall of not more than 5 per cent in the percentage of any one factor or, alternatively, not more than an aggregate of five per cent in the percentage of more than one factor if it is of the opinion that such allowance will not detract from the general standard of the hotel concerned;
 - in the case of a hotel in respect of which a liquor licence in terms of the Liquor Act, 1977 is not held such hotel shall be compensated for the non-availability of the following items:
 Bar service: 10 points;
 variety of wines: 10 points;
 according to the formula—

$$\frac{\text{Actual total score} \times 20}{1\ 000}$$
- (e) notwithstanding the provisions of paragraph (1.d) the Board may at the request of the hotelier of a hotel or the person who conducts the hotel business and notwithstanding the fact that such hotel falls within a particular grade as a result of the number of points awarded under the said paragraph, accord such hotel a grading which is one grade lower than that indicated by the score; and
- (f) (i) hotels shall be grouped and shall comply with the grouping requirements in accordance with the following columns:

Column I (Groups)	Column II (Requirements)
Tourist	Bed nights ordinarily sold to tourists shall be not less than 50 % of bed nights actually sold.
Residential	Bed nights ordinarily sold to tourists shall be less than 50 % of bed nights actually sold;

- (ii) the provision of regulation 8 (3) of the regulations made under the Act shall be deemed a grouping in terms of section 15 (1) of the said Act.

2. In this determination and the Schedules hereto, unless the context otherwise indicates—

“bed night” means a bed available for occupation by a guest for any one night at a hotel;

“beverage list” means a wine list: Provided that in the case of an establishment in respect of which a liquor licence in terms of the Liquor Act, 1977, is not held, beverage list means a list of soft drinks available;

"floors", for the purposes of determining the number of lifts required, means all floors below and above ground level (excluding mezzanines) providing accommodation and amenities for guests:

Provided that—

- (a) a split level floor with a common roof shall be regarded as one floor; and
- (b) for purposes of determining the number of floors of a building on sloping ground the rounded arithmetic mean of floors shall be regarded as the number of floors of that buildings;

"light meal" means a meal consisting of one course, with a choice of either meat of poultry or fish, with accompanying beverages served hot or cold;

"light refreshments" means a choice of tea, coffee, milk or soft drinks, served with biscuits or, if available, sandwiches;

"public room" also means a lounge, dining-room, function room and bar;

"registered premises" means the premises indicated on a plan approved by the Board or in the event of the Board being satisfied, such premises in respect of which a hotel liquor licence is held in terms of the Liquor Act, 1977;

"restaurant" means a restaurant confined to the registered premises;

"tiled" means tiled with grouted porcelain or ceramic tiles or marble or finished with any other impervious washable material or cladding approved by the Board; and

"wardrobe" means a cupboard or closet used for the purpose of storing and hanging guests' clothes: Provided that unless specified otherwise a cupboard or closet not situated in a lockable dressing room shall be provided with proper doors and locks;

and a word or expression to which a meaning has been assigned in the Act or the Regulations made under the Act shall bear that meaning.

DERDE BYLAE

GRADERINGSFAKTORE EN PUNTE

Opsomming	Maksimum punte
GRADERINGSFAKTOR 1—Strukturele eienskappe (25 persent):	
Beperk tot die gebou(e) as sodanig, toereikendheid van badkamer-/toiletgeriewe (oor die algemeen), slaapkamers en suites (insluitende lugreëling), kombuis(e), eetkamer(s), sitkamer(s), openbare toilette, kroeg (kroeë), parkering en bykomende fasiliteite	250
GRADERINGSFAKTOR 2—Meublement, toebehore en dekor (25 persent):	
Toereikendheid, gehalte, gerief en gemak in die hele hotel, met inbegrip van woningtekstielware en linnegoed	250
GRADERINGSFAKTOR 3—Diens (25 persent):	
Beskikbaarheid, doeltreffendheid en hoflikheid van ontvangsdienste en dié wat betrekking het op slaapkamers, eetkamer(s), sitkamer(s), ens; tweetaligheid, huishoudingsdoeltreffendheid, ens.	250
GRADERINGSFAKTOR 4—Voedsel (25 persent):	
Bereiding, aanbieding en verskeidenheid van voedsel en wynsoorte; ook maaltydure, gehalte en geskiktheid van tafelgerei, breekware, glasware, tafeluitrusting, spyskaarte, ens.	250
	1 000

GRADERINGSFAKTOR 1: Strukturele Eienskappe (Maksimum = 250 uit 1 000)

	A Slaapkamers met badkamers	B Slaapkamers met storte	C Gewone slaap- kamers
	Punte	Punte	Punte
1.1 Badkamer-/toiletgeriewe (115)			
(a) Persentasie van eenhede in verhouding tot totale aantal slaapkamers/suites (suite = 1 slaapkamer):			
0–10 persent	0–11	0–8	0–4
11–20 persent	12–21	9–17	5–8
21–30 persent	22–32	18–25	9–12
31–40 persent	33–42	26–34	13–16
41–50 persent	43–53	35–42	17–21
51–60 persent	54–63	43–51	22–25
61–70 persent	64–74	52–59	26–29
71–80 persent	75–84	60–68	30–33
81–90 persent	85–95	69–76	34–37
91–100 persent	96–105	77–85	38–42
Telling volgens berekening: maksimum punte	105	85	42

(Slegs in die geval van hotelle wat voor die datum van promulgasie hiervan by die Suid-Afrikaanse Toerismeraad geregistreer is of was ingevolge die Wet op Hotelle, 1965, word twee slaapkamers met bad of stort maar sonder toilet, aanvaar as gelyk aan een slaapkamer met bad of stort en met toilet.)

(b) Stortgeriewe in slaapkamers met badkamers:

Voeg 'n maksimum van 10 punte by vir badkamers waarin ook vir stortgeriewe voorsiening gemaak is (waar van toepassing, benewens die punte toegeken in 1.1. a), bereken op die persentasie van badkamers waar stortgeriewe beskikbaar is—

	Maksimum punte
(i) afsonderlike storthokkies met gordyne	10
(ii) storte vanuit muur of plafon met stortgordyn	7
(iii) handstort	3

1.2 Slaapkamers (44):

(a) Gemiddelde grootte.—Vloeroppervlakte met inbegrip van portaal en ingeboude klerekaste, uitsluitende badkamers—

Enkelkamers	Dubbelkamers	Maksimum punte
8,3–9,0 m ²	11,0–12,9 m ²	6
9,1–9,9 m ²	13,0–14,7 m ²	9
10,0–11,9 m ²	14,8–16,5 m ²	11
12,0–13,9 m ²	16,6–18,4 m ²	13
14,0 m ² of groter	18,5 m ² of groter	14

(b) Strukturele geskiktheid van slaapkamers en badkamers (afsonderlik bereken en gemiddeld bepaal)—gemiddelde puntetelling met betrekking tot uitleg, muur- en plafonafwerking, vloere, ventilasie, vaste- en beligtingstoebere en doeltreffendheid van warmwaterstelsel.....

0 6 8 10 11 14 15

% 0–30 punte	% 31–39 punte	% 40–59 punte	% 60–79 punte	% 80–100 punte
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(c) Beskikbaarheid van lugreëling, verwarmers en/of lugwaaiers in slaapkamers

0 4 8 11 15

(slegs draagbare verwarmers en/of lugwaaiers—maksimum 9 punte)

1.3 Strukturele toereikendheid van ander geriewe (71):

Graad van toereikendheid, met behoorlike inagneming van getal beddens en diensbehoefes:

(a) Kombuis(e)	0	4	5	6	7	9	10
(b) Eetkamer(s)	0	6	8	9	11	13	14
(c) Openbare toilette	0	5	7	8	9	11	12
(d) Voorportaal, sitkamer(s), funksiekamer(s), hysbak(ke) en kroeg (kroë) (afsonderlik bereken en gemiddeld bepaal). Gemiddelde puntetelling bereken op 2 of meer geriewe beskikbaar	0	14	19	23	26	32	35

1.4 Parkering en bykomende geriewe (20):

(a) Parkering: Toereikendheid van garages in verhouding tot getal slaapkamers, beskikbaarheid van bevredigende parkeerterrein, teenwoordigheid van dag en nag toesig.....

0 4 5 6 7 9 10

(b) Bykomende geriewe: 2 punte per item. Maksimum 10 punte.

Totaal (Graderingsfaktor 1): 250

GRADERINGSFAKTOR 2: Meublement, toebehore en dekor (Maksimum—250 punte uit 1 000)

2.1 Slaapkamers (140):

(a) Basiese meubels en toebehore. Gemiddelde puntetelling met betrekking tot toereikendheid, gehalte, gemak en gerief van beddens en matrasse, bedkassies of -tasse, spieëltasse, kas- en laai-ruimte, stoele, tasse, muurversiering, snippermandjies, klerehangers, asbakke, beligtingstoebere, klerehake, handdoekreëlings, toiletstassies of -rakke, ens.

0 33 46 56 65 77 85

(b) Woningtekstiele en linnegoed in slaapkamers en badkamers. Gemiddelde puntetelling met betrekking tot toereikendheid en gehalte van matte, gordyne, bedkussings en kussings, beddegoed, komberse, beddekens, badhanddoeke, handdoeke, badkamerstoele, ens.

0 21 30 37 42 50 55

2.2 Eetkamer(s) (65):

Basiese meublement, toebehore en woningtekstiele: Gemiddelde puntetelling met betrekking tot toereikendheid, gehalte en gerief

0 26 36 43 50 59 65

2.3 Kroeg (kroë, Sitkamer(s) met inbegrip van verandas) en Funksiekamer(s) (45):

Basiese meublement, toebehore en woningtekstiele. Afsonderlik bereken en gemiddeld bepaal, ooreenkomstig die aantal kategorieë bereken. Gemiddelde puntetelling met betrekking tot toereikendheid, gehalte en gerief

0 18 25 30 34 41 45

Totaal (Graderingsfaktor 2): 250

GRADERINGSFAKTOR 3: Diens (maksimum—250 punte uit 1 000)

3.1 Ontvangstoonbank en aanverwante diens (59):

(a) Doeltreffende/houding van personeel	0	6	8	10	11	14	15
(b) Aanverwante diens—algemene inligting, hantering van pos en boodskappe, roepdiens, teleksdiens en ander gastediens	0	5	7	8	9	11	12
(c) Bagasiediens—beskikbaarheid en doeltreffendheid van personeel, diensure en bewaringsgeriewe...	0	5	7	8	9	11	12
(d) Fasiliteite vir veilige bewaring	0	4	5	6	7	9	10
(e) Aanduiding van tariewe (met inbegrip van dié in die slaapkamers), duidelikheid	0	4	5	6	7	8	9

3.2 Diens vir slaapkamers en klankdigting (74):

(a) Kamerbediening—maaltye, ligte verversings, drankies, ens., in slaapkamers. Beskikbaarheid van betroubare kommunikasie—klokknoppie en/of telefoon—doeltreffendheid en hoflikheid van diens	0	4	5	6	7	9	10
(b) Telefone—doeltreffendheid van diens vir binne- en buite oproepe	0	4	5	6	7	8	9
(c) Vroegoggendversersingsdrank, wek- en roepdiens, kamerversorging saans, omruil van linne en handdoeke en voorsiening van yswater	0	6	8	10	11	14	15
(d) Lyfbedieners, skooneskoonmaak, was- en strykwerk en droogskoonmaakdiens	0	6	8	10	11	14	15
(e) Gastevoorsiening in slaapkamers—met inbegrip van diensinligting, vars vrugte/blomme, skryfbehoeftes, toiletbenodigdhede, ens., en toestelle byvoorbeeld haardroërs, parsmasjiene, ens.	0	6	8	10	11	14	15
(f) Afwesigheid van straatgeraas en voorsiening van geskikte klankdigting tussen slaapkamers en res van gebou(e)	0	4	5	6	7	9	10

3.3 Diens in ander vertrekke (52):

(a) Eetkamer(s): Doeltreffendheid en hoflikheid van personeel, met inbegrip van diens vanaf die kroeg	0	12	17	20	22	28	30
(b) Sitkamer(s): Doeltreffendheid en hoflikheid van personeel met betrekking tot drankies, versnaperings, ys, asbakke, ens., met inbegrip van diens vanaf die kombuis en kroeg	0	5	7	8	9	11	12
(c) Kroeg (Kroeë): Doeltreffendheid en hoflikheid van personeel	0	4	5	6	7	9	10

3.4 Ander faktore (35):

(a) Uniforms van personeel: Gemiddelde puntetelling met betrekking tot uniforms en netheid van tafelbediendes, wynkenners, ontvangspersoneel, portiers, hoteljoggies, slaapkamerbediendes en alle andere personeel in diens	0	6	8	10	11	14	15
(b) Amptelike en vreemde tale: Graad van tweetaligheid (amptelike tale) van alle personeel wat regstreeks met gaste in aanraking kom; ook ten opsigte van spyskaarte, drukwerk en kennisgewings en omvang van vreemde tale gepraat	0	4	5	6	7	9	10
(c) Aanduiding van nooduitgange en brandprosedures	0	4	5	6	7	9	10

3.5 Doeltreffendheid van huishoudingsdienste in gastelokale (30): Gemiddelde puntetelling met betrekking tot slaapkamers/badkamers, eetkamer(s), sitkamer(s), funksiekamer(s), openbare toilette, gang(e), ontvangs/voorportaal, kroeg (kroeë)

0	12	17	20	23	27	30
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Totaal (Graderingsfaktor 3): 250

GRADERINGSFAKTOR 4: Voedsel (maksimum—250 punte uit 1 000)

4.1 Bereiding, aanbieding en verskeidenheid (180): Bereiding (ooreenkomstig redelike versoeke, byvoorbeeld saggekookte teenoor medium gekookte eiers, halfgaar- teenoor medium biefstuk, ens.)

(a) Ontbyt	0	10	14	16	19	23	25
*(b) Middagete	0	10	14	16	19	23	25
*(c) Aandete	0	10	14	16	19	23	25
Aanbieding:							
(a) Ontbyt	0	8	10	12	14	16	18
*(b) Middagete	0	8	10	12	14	16	18
*(c) Aandete	0	8	10	12	14	16	18
Verskeidenheid (per spyskaart) en samestelling (balans):							
(a) Ontbyt	0	7	9	11	13	15	17
*(b) Middagete	0	7	9	11	13	15	17
*(c) Aandete	0	7	9	11	13	15	17

* In die geval waar 'n hotel slegs twee etes bedien ooreenkomstig 1 (c) van die Tweede Bylae, sal sodanige hotel vir die nie-beskikbaarheid van die derde ete volgens die volgende formule vergoed word:

Werklike totale telling in 4.1 $\times$ 3

2

4.2 Maaltydure van ontbyt, middag- en aandete (15): Ooreenkomstig die normale aanvraag van die betrokke hotel en toereikendheid in verhouding tot aantal slaapkamers

0	6	8	10	11	14	15
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4.3 Verskeidenheid wynsoorte (10): Besikbaarheid van wynsoorte

0	4	6	7	8	9	10
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4.4 Toerusting (45):

(a) Eetgerei, platware/holware en tafelluitrusting: Gemiddelde puntetelling met betrekking tot gehalte en doeltreffendheid	0	8	11	13	15	18	20
(b) Breekgoed, glasware en tafellinne: Gemiddelde puntetelling met betrekking tot gehalte en doeltreffendheid	0	6	9	10	12	14	16
(c) Spyskaarte, wynlyste, ens.	0	3	5	6	7	8	9

Totaal (Graderingsfaktor 4): 250

VORM HR 1

WET OP HOTELLE, 1965

AANSOEK OM REGISTRASIE AS 'N HOTEL: ARTIKEL 14 EN REGULASIE 5

(Eerste Bylae Deel 1 met inbegrip van besonderhede benodig vir doeleindes van gradering)

(Moet in tweevoud voorgelê word)

Die Uitvoerende Direkteur
Suid-Afrikaanse Toerismerraad
Privaatsak X164
PRETORIA
0001

BESONDERHEDE BENODIG VIR DOELEINDES VAN REGISTRASIE

Hierby doen ek aansoek om registrasie van die huisvestingsinrigting as 'n hotel.

1. (a) Naam waaronder huisvestingsinrigting gedryf word
- (b) Jaar/Jare waarin gebou opgerig is
2. Adres waar huisvestingsinrigting geleë is
3. Posadres
4. Landdrosdistrik
5. Meld—
 - (a) Naam van persoon wat die hotelbesigheid dryf
 - (b) Persoon gemeld in (a) se permanente adres in die Republiek
 - (c) Indien die persoon wat die hotelbesigheid dryf 'n maatskappy, beslote korporasie, vennootskap of ander vereniging van persone is, meld name en adresse van direkteure, vennote of persone (uitgesonderd minderheidsaandeelhouders in openbare maatskappye) wat 'n finansiële belang by die besigheid het
 - (d) Naam van eienaar van die grond
 - (e) Permanente adres van eienaar van die grond
 - (f) Naam van voorgestelde hotelier
6. Is daar voorheen aansoek gedoen om registrasie van die betrokke huisvestingsinrigting?
7. Meld hieronder die dokumente, as daar is, wat by hierdie aansoek aangeheg is.

*Dokument**Aanhangsel*

8. Klas dranklisensie waarvoor aansoek gedoen word vir die huisvestingsinrigting
9. Ek verklaar hiermee dat na my beste wete alle meubels, toebehore, toerusting, kombuisgereedskap, tafalgerei, breekware, glasware, tafeluitrusting, beddegoed, linne, gordyne, matte, vloermatte en ander vloerbedekkings, die binne- en buitekant van die gebou(e) op die perseel en die perseel self, skoon, higiënies en in 'n goeie toestand is.

Ek sertifiseer dat die inligting verstrek in hierdie aansoek en in die dokumente ter ondersteuning daarvan, na my beste kennis en wete, waar en juis is.

Die fooi soos voorgeskryf in regulasie 21 word ingesluit.

Plek

Datum

Handtekening van persoon wat die hotelbesigheid dryf

BESONDERHEDE BENODIG VIR GRADERINGSDOELEINDES

Geen hotel sal oorweeg word vir gradering indien nie gekwalifiseer vir registrasie in terme van die vereistes vir registrasie nie.

Die volgende inligting moet volledig vestrek word:

Voltooi hierdie kolom		Vir kantoorgebruik
ALGEMENE BESKRYWING VAN PERSEEL		
10. Meld—		
(a) Getal verdiepings		
Aard van kamers op elke verdieping		
(c) Vloeroppervlakte in vierkante meter, van slaapkamers (sonder badkamer) met inbegrip van ingeboude hangkaste en portale (kamers van dieselfde grootte kan onder kolom A gegroepeer word)		
	Kolom A	Kolom B
	<i>Getal slaapkamers</i>	<i>Vloeroppervlakte per kamer</i>
(i) Dubbelkamers		
(ii) Enkelkamers		

Voltooi hierdie kolom		Vir kantoorgebruik
(iii) Gesinskamers.....		
		
		
		
SLAAPAKKOMMODASIE VIR GASTE		
11. Meld getal—		
(a) (i) suites.....		
(ii) beddens.....		
(b) (i) slaapkamers met badkamers.....		
(ii) beddens.....		
(c) (i) slaapkamers met badkamers sonder toilette.....		
(ii) beddens.....		
(d) (i) slaapkamers met storte.....		
(ii) beddens.....		
(e) (i) slaapkamers met storte sonder toilette.....		
(ii) beddens.....		
(f) (i) gewone slaapkamers.....		
(ii) beddens.....		
(g) gaste wat normaalweg in die slaapkamers hierbo in (a) tot (f) genoem, gehuisves kan word.....		
(h) totale aantal slaapkamers gemeld in (a) tot (f) hierbo.....		
12. (a) Is daar in elke slaapkamer—		
(i) 'n telefoon vir uitgaande oproepe beskikbaar 24 uur per dag.....		
(ii) 'n telefoon vir inkomende oproepe beskikbaar 24 uur per dag.....		
(b) Is daar 'n publieke telefoon op die perseel vir die maak en ontvang van telefoonoproepe.....		
(c) ander kommunikasie fasiliteite (spesifiseer).....		
13. (a) Meld of daar 'n minimum van drie radiokanaaldiens of enige ander radiodiens [spesifiseer in (iii)] beskikbaar is in—		
(i) elke slaapkamer.....		
(ii) slegs in sommige slaapkamers (meld getal).....		
(iii) ander.....		
(b) Meld of daar 'n kleur televisiediens beskikbaar is in—		
(i) elke slaapkamer.....		
(ii) slegs in sommige slaapkamers (meld getal).....		
14. (a) Is daar 'n dubbelstroomspanning of pasproppe beskikbaar in die badkamer? ...		
(b) Is daar 'n dubbelstroom spanning of pasprop beskikbaar naby 'n spieël in elke slaapkamer indien skeermesprop nie in badkamer beskikbaar is nie?.....		
(indien slegs in sommige slaapkamers, meld getal en verstrek besonderhede)		
15. Beskryf vloerbedekking in—		
(a) slaapkamers van suites.....		
(b) sitkamer van suites.....		
(c) slaapkamers met badkamers.....		
(d) slaapkamers met storte.....		
(e) gewone slaapkamers.....		
(f) Beskryf die aard van die vloer in die badkamers.....		
BADKAMERS EN SANITASIE		
16. Meld—		
(a) getal beddens in gewone slaapkamers.....		
(b) getal gemeenskaplike badkamers vir gaste—		
(i) vir mans.....		
(ii) vir vrouens.....		
(c) getal gemeenskaplike storte vir gaste—		
(i) vir mans.....		
(ii) vir vrouens.....		
(d) getal gemeenskaplike toilette vir gaste—		
(i) vir mans.....		
(ii) vir vrouens.....		

Voltooi hierdie kolom	Vir kantoorgebruik
EETKAMER(S)/RESTOURANT(E) EN KOMBUISE	
17. Meld—	
(a) getal permanente eetkamers/restourante	
(b) watter maaltye word bedien in die eetkamer(s):	
(i) Ontbyt	*Ja/Nee
(ii) Middagete	*Ja/Nee
(iii) Aandete	*Ja/Nee
(* Skrap wat nie van toepassing is nie.)	
(c) ure waartydens maaltye bedien word:	
(i) Ontbyt	
(ii) Middagete	
(iii) Aandete	
(d) getal kombuise	
18. Verstrek besonderhede indien restaurant(e) of eetkamer(s) gesluit word vir spesifieke maaltye en/of besondere dae ingeval waar hotel meer as een fasiliteit beskikbaar het	Dui aan indien à la carte maaltye bedien word. Spesifiseer watter maaltye en wanneer beskikbaar.
19. Meld tydperk, indien kamerbediening beskikbaar is vir bediening in slaapkamers van—	
(a) volle maaltye	
(b) ligte maaltye	
(c) ligte verversings	
(d) vroeë oggend verversingsdrankies. Verstrek besonderhede van die aard en omvang van diens bv. fasiliteite in slaapkamers vir die maak van warm verversingsdrankies, kamerdiens op versoek, ens	
(e) alkoholiese drankie (slegs betrekking op inrigtings met dranklisensies)	
PERMANENTE FUNKSIEKAMERS	
20. Meld—	
getal permanente funksiekamers	
SITKAMERS EN GANGE	
21. Meld—	
(a) getal sitkamers	
(b) aard van vloerbedekking in gange	
KROEË	
22. (slegs van toepassing op inrigtings met dranklisensies)	
Meld aantal kroë	
LUGREËLING	
23. (a) Is daar in die huisvestingsinrigting lugreëling	
(i) dwarsdeur?	
(ii) slegs in openbare vertrekke?	
(iii) slegs in slaapkamers? (meld aantal slaapkamers)	
Verstrek besonderhede	
(b) In die afwesigheid van lugreëling is verwarming en/of waaiers beskikbaar?	
	Verwarmers Waiers
(i) dwarsdeur?	
(ii) slegs in openbare vertrekke?	
(iii) slegs in slaapkamers? (meld aantal kamers)	
Meld of bogemelde items "draagbaar" of permanent geïnstalleer is—Verstrek besonderhede	
HYSBAKKE	
24. Meld aantal hysbakke vir—	
(a) gaste	
(b) personeel en diens	
ONTVANGSKANTOORDIENS	
25. Meld—	
(a) omvang (dit wil sê ure per dag) en aard van ontvangskantoor diens	
(b) tale wat deur personeel by ontvangstoonbank gepraat word	
(c) omvang (dit wil sê ure per dag) en aard van bagasiediens	
(d) aard en besonderhede van fasiliteite soos voorsien deur die inrigting vir die veilige bewaring van gaste se kosbaarhede	

Voltooi hierdie kolom	Vir kantoorgebruik
BOODSKAPDIENS (SKRIFTELIK AANGETEKEN)	
26. Meld— aard van skriftelik aangetekende boodskapdiens	
WEK- EN ROEPDIENS VIR GASTE	
27. Meld— (a) ure waartydens wekdien vir gaste beskikbaar is in die slaapkamers	
(b) ure waartydens roepdiens vir gaste beskikbaar is	
SKOENESKOONMAAKDIENS	
28. Dui aan tipe van fasiliteit en/of diens wat beskikbaar is	
SEKRETARIELE DIENS	
29. Meld indien— (a) 'n 24 uur teleksdiens (inkomend in aanvulling tot uitgaande) beskikbaar is verstrek besonderhede	
(b) voorsiening deur hotel gemaak word vir fotokopiering en tikwerk verstrek besonderhede	
LYFBEDIENDEDIENS OP PERSEEL	
30. Meld indien— (a) strykfasiliteite beskikbaar is	
(b) lyfbediendediens beskikbaar is en gedurende watter ure	
WAS-, STRYK- EN DROOGSKOONMAAKDIENS	
31. Verstrek besonderhede van was-, stryk- en droogskoonmaakdiens vir gaste	
GARAGES/PARKERING	
32. Meld getal van— (a) eie toesluitgarages op die perseel	
(b) ander garages op die perseel	
(c) garages weg van die perseel	
(d) ander parkeerfasiliteite (verstrek besonderhede)	
YSWATER OF YS	
33. Meld indien— (a) ys beskikbaar is	
(b) ys of yswater beskikbaar is— (i) op die perseel	
(ii) in slaapkamers soos versoek	
(iii) in slaapkamers	
ALGEMEEN	
34. Beskryf enige bykomende/beskikbare geriewe en dienste vir gaste by die huisvestingsinrigting wat nie hierbo gemeld is nie	
PERSONEEL FASILITEITE	
35. Meld of personeel of perseel geakkommodeer word	
PERSENTASIE SLAAPKAMERS BESKIKBAARHEID VIR TOERISTE	
36. Persentasie slaapkamers beskikbaar vir toeriste gedurende die vorige 12 maande %	
Formule: Aantal kamers beskikbaar vir toeriste Totale aantal kamers beskikbaar	$\times 100 = \dots\dots\dots\%$

VORM HR2

REPUBLIEK VAN SUID-AFRIKA

WET OP HOTELLE, 1965

REGISTRASIESERTIFIKAAT, GRADERING EN GROEPERING: ARTIKEL 19 EN REGULASIE 7

Hierby word gesertifiseer dat.....
 geleë te
 geregistreer is as 'n hotel ingevolge artikel 14 van Wet 70 van 1965.

Ingevolge artikel 16 van genoemde Wet is die hotel soos volg gegroepeer:

Graad

Groep

Datum van oorspronklike registrasie

Gedateer te PRETORIA hierdie..... dag van..... 19.....

Uitvoerende Direkteur
Suid-Afrikaanse Toerismeraad

Voorsitter
Suid-Afrikaanse Toerismeraad

VORM HR 3

WET OP HOTELLE, 1965

REGISTER VAN HOTELLE EN HOTELIERS: ARTIKEL 13 en REGULASIE 6

Naam

Adres

Naam van persoon wat die hotelbesigheid dryf

Adres van persoon wat die hotelbesigheid dryf

Indien die persoon wat die hotelbesigheid dryf 'n maatskappy, vennootskap of ander vereniging van persone is, meld die naam en adres van elke direkteur, vennoot of, in die geval van enige ander vereniging, van elke persoon wat lid daarvan is, na gelang van die geval.

Sertifi- kaat nommer	Datum van sertifikaat	Groep		Graad
		Toeriste- besetting	Drank	

BESONDERHEDE VAN HOTELIER

Naam	Sertifikaat No.	Datum van sertifikaat	Identiteits of pas- poortnommer	Geboorte- datum	Datum van aanstelling	Nasionaliteit	

VORM HR 4

WET OP HOTELLE, 1965

VERANDERING VAN NAAM VAN HOTEL: AANSOEK OM NUWE REGISTRASIESERTIFIKAAT, GRADERING EN GROEPERING: REGULASIE 15:

Die Uitvoerende Direkteur
 Suid-Afrikaanse Toerismeraad
 Privaatsak X164
 PRETORIA
 0001

Ek doen hierby aansoek om goedkeuring vir die verandering van die naam van die
 geleë te
 na om die volgende redes:

Besonderhede van die registrasiesertifikaat wat tans gehou word, is soos volg:
 Nommer van sertifikaat
 Datum uitgereik
 Gradering van hotel
 Groepering van hotel
 Voorts doen ek aansoek om 'n sertifikaat op die nuwe naam van die hotel en ek onderneem om die ou sertifikaat binne 14 dae na ontvangs van die nuwe sertifikaat aan u terug te stuur.
 Die fooi voorgeskryf in regulasie 21 word ingesluit.

Plek

Datum

Hotelier

VORM HR 5

WET OP HOTELLE, 1965

AANSOEK VIR HERGRADERING VAN HOTEL: ARTIKEL 23 EN REGULASIE 10

Die Uitvoerende Direkteur
 Suid-Afrikaanse Toerismeraad
 Privaatsak X164
 PRETORIA
 0001

Ek doen hierby aansoek om die hergradering van
 (Naam van hotel) geleë te tot 'n-ster.

Na my mening voldoen die hotel aan die vereistes vir 'n-ster
 gradering soos gepubliseer in *Staatskoerant* No. van

*behalwe in die mate uiteengesit in bygaande brief ten opsigte waarvan versoek word dat toelatingsfaktore toegepas word om die redes uiteengesit in genoemde brief.

Besonderhede van die sertifikaat wat tans gehou word, is soos volg:

Nommer van sertifikaat

Datum uitgereik

Huidige gradering van hotel

Huidige groepering van hotel

Sedert die datum van bogenoemde sertifikaat is die volgende belangrike veranderinge aangebring

Indien my aansoek slaag, onderneem ek om die ou sertifikaat aan u terug te besorg binne 14 dae na ontvangs van 'n nuwe een.

Ek is ten volle bewus van die feit dat die Suid-Afrikaanse Toerismeraad 'n laer gradering aan die hotel kan toeken as dié waarom aansoek gedoen word of wat tans gehou word.

Die fooi voorgeskryf in regulasie 21 word ingesluit.

Plek

Datum

Hotelier

* Skrap indien nie van toepassing is nie.

VORM HR 6

WET OP HOTELLE, 1965

VERSOEK OM HEROORWEGING VAN 'N BESLUIT VAN DIE SUID-AFRIKAANSE TOERISMERaad: ARTIKEL 22 EN REGULASIE 11

Die Uitvoerende Direkteur
 Suid-Afrikaanse Toerismeraad
 Privaatsak X164
 0081 MENLYN

Ek versoek hierby dat die volgende besluit van die Suid-Afrikaanse Toerismeraad heroorweeg word:

Na my mening moes die besluit soos volg gewees het:

Die redes vir my versoek is soos volg:

Die bedrag van R voorgeskryf in regulasie 21 (4) is ingesluit.

Plek

Datum

Applikant

Indien applikant nie die hotelier of die persoon is wat die hotelbesigheid dryf nie verstrek die volgende besonderhede:

Volle naam

Permanente adres

Moet in drievoud voorgelê word

WET OP HOTELLE, 1965

AANSOEK OM REGISTRASIE AS 'N HOTELIER: ARTIKEL 23 EN REGULASIE 13

Die Uitvoerende Direkteur
Suid-Afrikaanse Toerismeraad
Privaatsak X164
PRETORIA
0001

Ek
wat die besigheid dryf van die
Hotel geleë te
doen hierby aansoek om registrasie van ondergenoemde persoon van wie volle besonderhede hiermee verstrek word, as die hotelier van die genoemde hotel:

- (a) Volle naam
- (b) Permanente adres
- (c) Identiteits- of paspoortnommer
- (d) Geboortedatum
- (e) Nasionaliteit
- (f) Datum van aanvaarding van diens as hotelier
- (g) Vorige betrekking
- (h) Kwalifikasies
- (i) Is die persoon tans geregistreer as die hotelier van enige ander hotel? Indien ja, meld naam(name) en adres(se)
- (j) Was die persoon voorheen geregistreer as die hotelier van enige ander hotel? Indien wel, verstrek naam(name) en adres(se) van die hotel(le) en tydperk(e) van diens
- (k) Is die persoon 'n ongerehabiliteerde insolvent?
- (l) Was die persoon binne 'n tydperk van vyf jaar voor die datum van hierdie aansoek skuldig bevind aan 'n oortreding en gevonnisd tot gevangenisstraf vir 'n tydperk van meer as ses maande sonder die keuse van 'n boete?
- (m) Is die persoon binne 'n tydperk van ses maande voor die datum van hierdie aansoek skuldig bevind aan enige oortreding en gevonnisd tot 'n boete van meer as R200 ingevolge die Wet of die regulasies?

Ek verklaar hierby dat die persoon genoem in paragraaf (a) gemagtig en verantwoordelik is om te alle tye te voldoen aan alle voorgeskrewe vereistes.

Die fooi voorgeskryf in regulasie 21 word ingesluit.

Plek

Datum

Persoon wat die hotelbesigheid bedryf

Moet ingevul word deur die persoon gemeld in paragraaf (a):

Ek, verklaar hierby dat die inhoud van paragrawe (a) tot (m) waar en korrek is en ek onderneem om by registrasie as hotelier te alle tye te voldoen aan alle voorgeskrewe vereistes.

Plek

Datum

Voorgenome hotelier

VORM HR 8

REPUBLIEK VAN SUID-AFRIKA

WET OP HOTELLE, 1965

SERTIFIKAAT VAN REGISTRASIE AS 'N HOTELIER: REGULASIE 13

Hierby word gesertifiseer dat

*(Identiteits/Paspoortnommer) geregistreer is as hotelier van ingevolge artikel 23 van Wet 70 van 1965.

Gedateer te Pretoria hierdie dag van 19.....

*Uitvoerende Direkteur
Suid-Afrikaanse Toerismeraad*

* Skrap wat nie van toepassing is nie.

WET OP HOTELLE, 1965

AANSOEK OM 'N NUWE *PLAKET/SERTIFIKAAT/INLEGSEL(S) TER VERVANGING VAN BESKADIGDE, VERNIETIGDE OF VERLORE *PLAKET/SERTIFIKAAT/INLEGSEL(S): REGULASIE 20

Die Uitvoerende Direkteur
Suid-Afrikaanse Toerismeraad
Privaatsak X164
PRETORIA
0001

Ek doen hierby aansoek om die vervanging van—

- *(a) Die Suid-Afrikaanse Toerismeraad-plaket/inlegsel.
*(b) Sertifikaat No. gedateer 19.....
uitgereik deur die Suid-Afrikaanse Toerismeraad aan

(naam van inrigting)

- *(c) Sertifikaat No. gedateer 19.....
uitgereik deur die Suid-Afrikaanse Toerismeraad aan

(Naam en identiteits- of paspoortnommer van *hotelier/bestuurder)

Die rede vir hierdie aansoek is dat die *plaket/sertifikaat/inlegsel(s) beskadig/vernietig/verlore is onder die volgende omstandighede:

Ek onderneem om die beskadigde *plaket/inlegsel(s)/sertifikaat aan die Suid-Afrikaanse Toerismeraad terug te besorg binne 14 dae na ontvangs van 'n nuwe een.

Die fooi voorgeskryf in regulasie 21 word ingesluit.

Plek

Datum

Hotelier

* Skrap wat nie van toepassing is nie.

DIE VASSTELLING INGEVOLGE ARTIKEL 15 VAN DIE WET OP HOTELLE, 1965

GRADERING EN GROEPERING VAN HOTELLE

VASSTELLING

1. Kragtens die bevoegdheid hom verleen by artikel 15 van die Wet op Hotelle, 1965 (Wet 70 van 1965), bepaal die Suid-Afrikaanse Toerismeraad dat—

- (a) die vereistes in Deel I van die Eerste Bylae hiervan uiteengesit die minimum registrasievereistes is waaraan hotelle te alle tye moet voldoen;
(b) ter aanvulling van die registrasievereistes soos uiteengesit in paragraaf 1 (a) is die vereistes soos uiteengesit in Deel II van die Eerste Bylae hiervan, die minimum vereistes waaraan hotelle te alle tye moet voldoen;
(c) die vereistes uiteengesit in die Tweede Bylae hiervan die minimum differensiële graderingsvereistes is waaraan hotelle te alle tye moet voldoen in ooreenstemming met die gradering bepaal deur die Raad;
(d) hotelle punte toegeken word volgens 'n puntstelsel op die grondslag van die faktore in die Derde Bylae hiervan uiteengesit en dat hulle volgens die getal punte aldus toegeken ooreenkomstig die volgende skaal gegradeer word:

Gradering	Getal punte toegeken	Persentasie in elke faktor
Een-ster.....	400 tot 550	40 tot 55
Twee-ster.....	551 tot 650	55,1 tot 65
Drie-ster.....	651 tot 750	65,1 tot 75
Vier-ster.....	751 tot 900	75,1 tot 90
Vyf-ster.....	901 tot 1 000	90,1 tot 100:

Met dien verstande dat—

- (i) indien die totale puntetelling meer is as die minimum vasgestel vir 'n spesifieke gradering in 1 (d) die Raad 'n tekort van hoogstens 5 persent in die persentasie van enige enkele faktor, of as alternatief, hoogstens 'n totaal van 5 persent in die persentasies van meer as een faktor, kan toelaat indien so 'n toegewing na sy mening nie afbreuk sal doen aan die algemene standaard van die betrokke hotel nie;
(ii) in die geval van 'n hotel waarvoor daar nie 'n dranklisensie ingevolge die Drankwet, 1977, gehou word nie, die hotel soos volg vergoed sal word vir die nie-beskikbaarheid van die volgende items:

Kroegdiens: 10 punte;
verskeidenheid wynsoorte: 10 punte;
volgens die formule—
$$\frac{\text{Werklike totale telling} \times 20}{1\ 000}$$

1 000

- (e) ondanks die bepalings van paragraaf 1 (d), kan die Raad op versoek van die hotelier van 'n hotel of die persoon wat die hotelbesigheid dryf en ondanks die feit dat so 'n hotel in 'n besondere gradering val as gevolg van die getal punte wat ingevolge genoemde paragraaf toegeken is, aan daardie hotel 'n gradering kan toeken wat een graad laer is as dié aangedui volgens die puntetelling; en
(f) (i) hotelle gegroepeer word en aan die groeperingsvereistes moet voldoen in ooreenstemming met die volgende kolomme:

Kolom I (Groepe)

Kolom II (Vereistes)

Toeris Bednagte in die reël aan toeriste verkoop, moet minstens 50% wees van bednagte werklik verkoop.

Residensieel Bednagte in die reël aan toeriste verkoop, moet minder wees as 50% van bednagte werklik verkoop;

- (ii) die bepalings van regulasie 8 (3) van die regulasies uitgevaardig ingevolge die Wet geag word 'n groepering te wees kragtens artikel 15 (1) van gemelde Wet.

2. In hierdie vasstelling en in die Bylaes hiervan, tensy uit die samehang anders blyk, beteken—

“bednag” ’n bed beskikbaar vir besetting deur ’n gas vir enige enkele nag by ’n hotel;

“dranklys” ’n wynlys: Met dien verstande dat in ’n geval waar die inrigting nie oor ’n dranklisensie ingevolge die Drankwet, 1977, beskik nie, wynlys dan beteken ’n lys van koeldranke soos beskikbaar;

“geregistreerde perseel” die perseel aangetoon op ’n plan deur die Raad goedgekeur of indien die Raad daarmee genoeë neem, sodanige perseel ten opsigte waarvan ’n hoteldranklisensie gehou word ingevolg die Drankwet, 1977;

“geteël” geteël met bryge vulde porselein- of keramiekteëls of marmer of afgewerk met ander ondeurdringbare wasbare materiaal of bekleding goedgekeur deur die Raad;

“hangkas” ’n kas of ruimte wat gebruik word om die klere van gaste in te hou en in op te hang: Met dien verstande dat, tensy anders gespesifiseer, ’n kas of ruimte wat nie in ’n toeluitbare aantrekkamer geleë is nie, voorsien moet word van behoorlike deure en slotte;

“ligte maaltyd” ’n maaltyd bestaande uit een gereg met ’n keuse van óf vleis óf pluimvee óf vis met bygaande drank wat warm of koud bedien word;

“ligte verversings” ’n keuse van tee, koffie, melk of koeldrank bedien met beskuitjies of, indien beskikbaar, toebroodjies;

“openbare vertrek” ook ’n sitkamer, eetkamer, funksiekamer en kroeg;

“restaurant” ’n restaurant op die geregistreerde perseel;

“verdiepings” vir die bepaling van die vereiste getal hysbakke, alle verdiepings (uitgesonderd tussenverdiepings) onder en bo grondvlak wat huisvesting of geriewe aan gaste verskaf: Met dien verstande dat—

(a) ’n tweevlakverdieping met ’n gemeenskaplike dak as een verdieping beskou word; en

(b) die getal verdiepings van ’n gebou op skuins grond bepaal word deur die afgeronde rekenkundige gemiddelde van alle verdiepings van daardie gebou te bereken;

en het ’n woord of uitdrukking waaraan in die Wet of die Regulasies uitgevaardig ingevolge die Wet ’n betekenis geheg is, daardie betekenis.

Save a drop — and save a million

Water conservation is very important to the community and industry to ensure their survival. So save water!



Spaar ’n druppel — en vul die dam

Indien almal van ons besparingsbewus optree, besnoei ons nie slegs uitgawes nie maar wen ook ten opsigte van ons kosbare water- en elektrisiteitsvoorraad

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